

User Manual

for

CoreMail 3.0

Version 1.0



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1. Login / Logout

1.1 Login

1) Go to <http://mail.mediaring.sg> directly and login. Input the user name、domain and password in the corresponding boxes, select from the “Language” pull down menu , for example, “English”, then press “Login”.

Administrator User

Username: me

Domain: mycompany.com.cn

Password: ██████████

Language: English

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2) After you login successfully, the following page will appear.

mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out
[POP Settings] [POP Mails]

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In Folder

Folder capacity distribution: (10.00M) Used space: 330.80K(3%) Available space: 9.68M(97%)

Mail capacity distribution: (1000000) Used space: 27 Available space: 999973

Last login time: 2006-07-23 15:04:57

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1.2 Summary Page

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out
[POP Settings] [POP Mails]

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In Folder

Folder capacity distribution: (10.00M)  Used space: **330.80K(3%)** Available space: **9.68M(97%)**

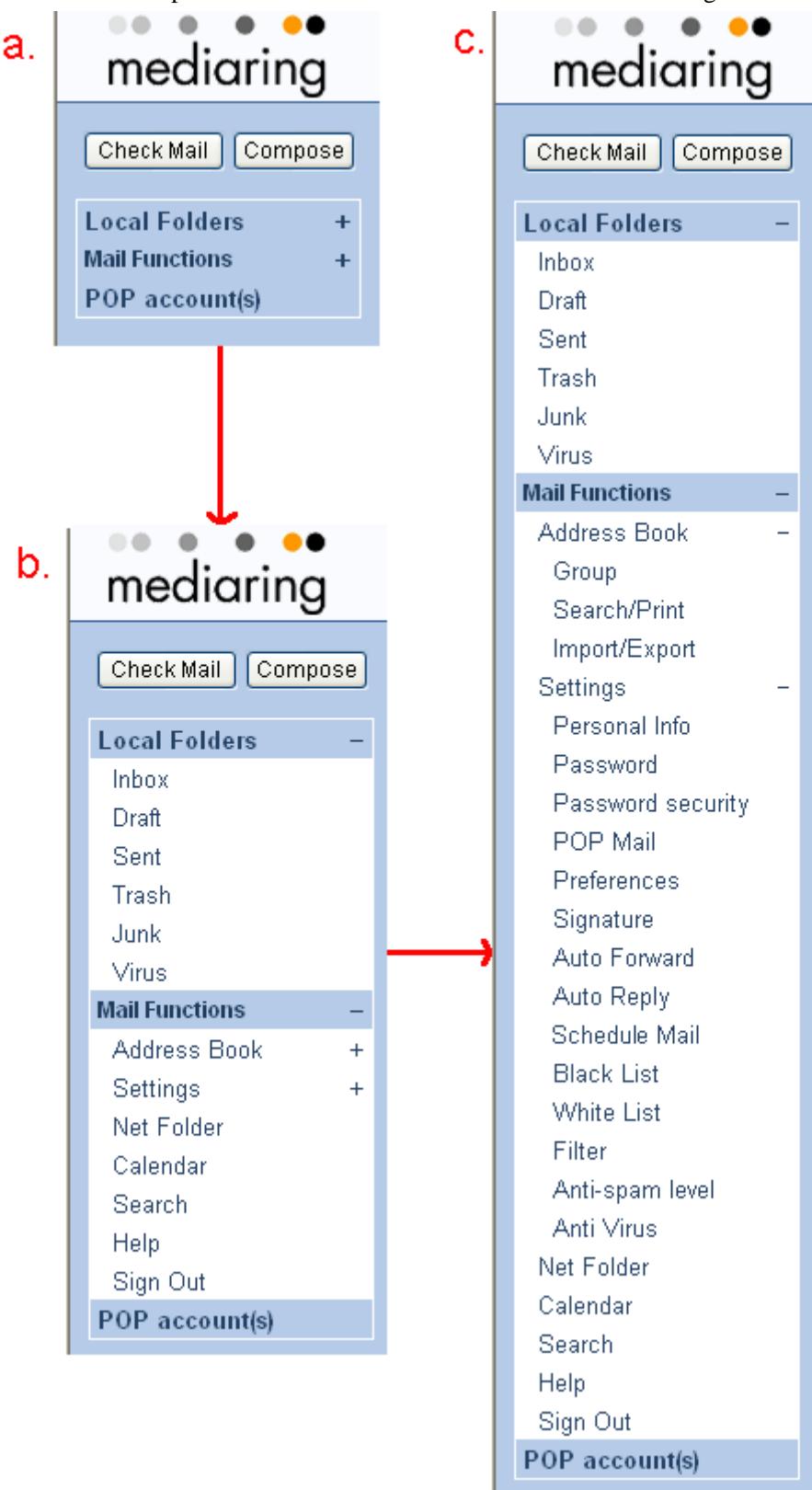
Mail capacity distribution: (1000000) Used space: **27** Available space: **999973**

Last login time: 2006-07-23 15:04:57

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1.2.1 Function Menu

Click “+” or “-” to open or close the folders or functions on the left navigation.



1.2.2 Shortcut Menu



1.3 Logout

Click “**Sign out**” under “**Mail Functions**” located on the left navigation to exit the system, or from the “**shortcut menu**”, located on the top right of the page.

The screenshot shows the main interface of the mediaring webmail system. The left navigation bar includes 'Check Mail' and 'Compose' buttons, and a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, **Sign Out**, POP account(s)). The 'Sign Out' link in the 'POP account(s)' menu is highlighted with a red box. The main content area displays a table of folder statistics and usage details. A red box highlights the 'Sign Out' link in the top navigation bar.

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

In Folder

Folder capacity distribution: (10.00M) Used space: **330.80K(3%)** Available space: **9.68M(97%)**

Mail capacity distribution: (1000000) Used space: **27** Available space: **999973**

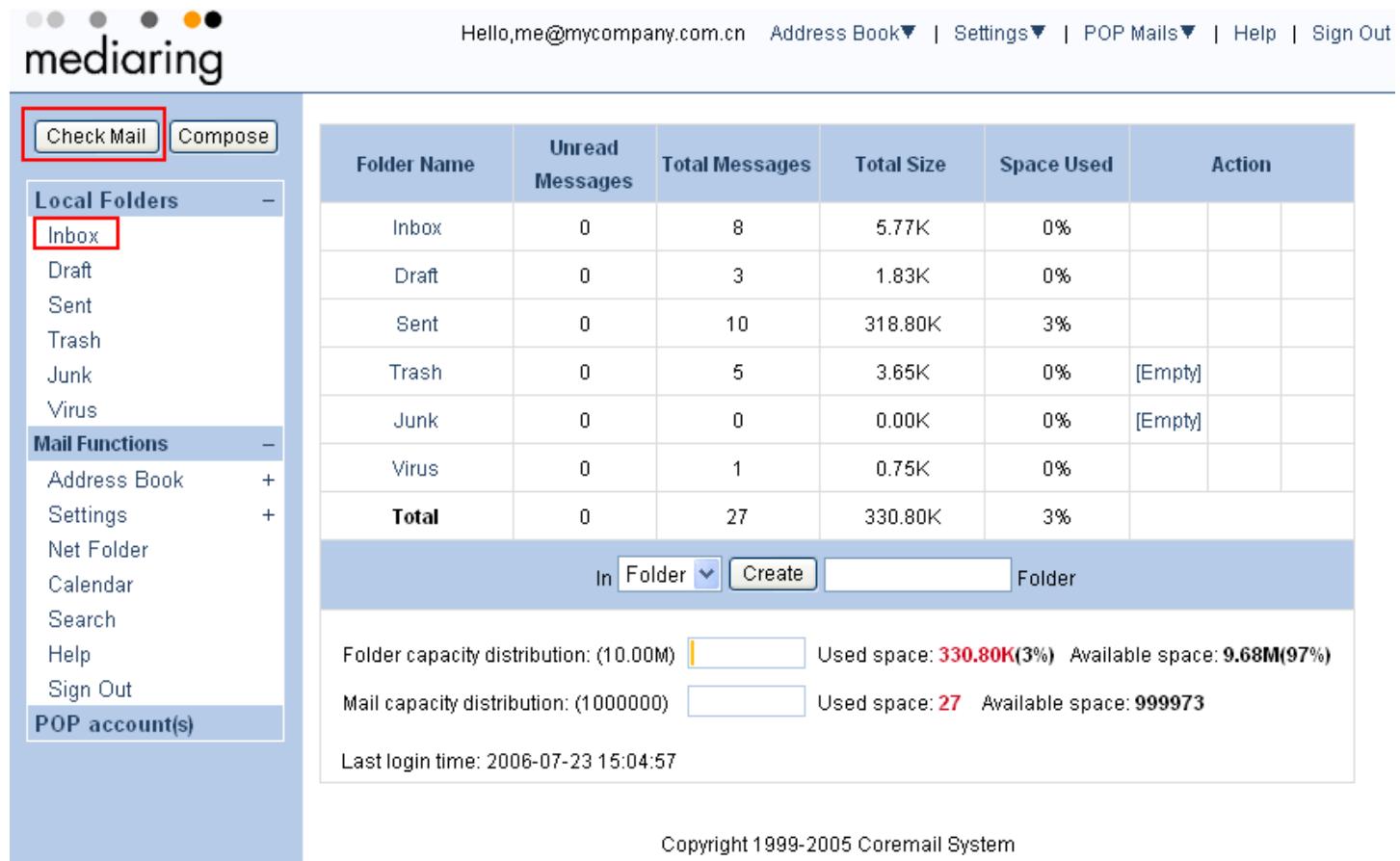
Last login time: 2006-07-23 15:04:57

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2. How to check emails?

2.1 Receive Emails

Click “Check mail” on top of the left navigation or “Inbox” under “Local Folders” on the left navigation.



The screenshot shows the mediaring email interface. At the top, there are navigation links: Hello,me@mycompany.com.cn, Address Book, Settings, POP Mails, Help, and Sign Out. On the left, there is a sidebar with the following sections and items:

- Local Folders**:
 - Inbox (highlighted with a red box)
 - Draft
 - Sent
 - Trash
 - Junk
 - Virus
- Mail Functions**:
 - Address Book
 - Settings
 - Net Folder
 - Calendar
 - Search
 - Help
 - Sign Out
- POP account(s)**

On the right, there is a table showing folder statistics:

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	0	8	5.77K	0%	
Draft	0	3	1.83K	0%	
Sent	0	10	318.80K	3%	
Trash	0	5	3.65K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	0	27	330.80K	3%	

Below the table, there are buttons for "In", "Folder", "Create", and "Folder".

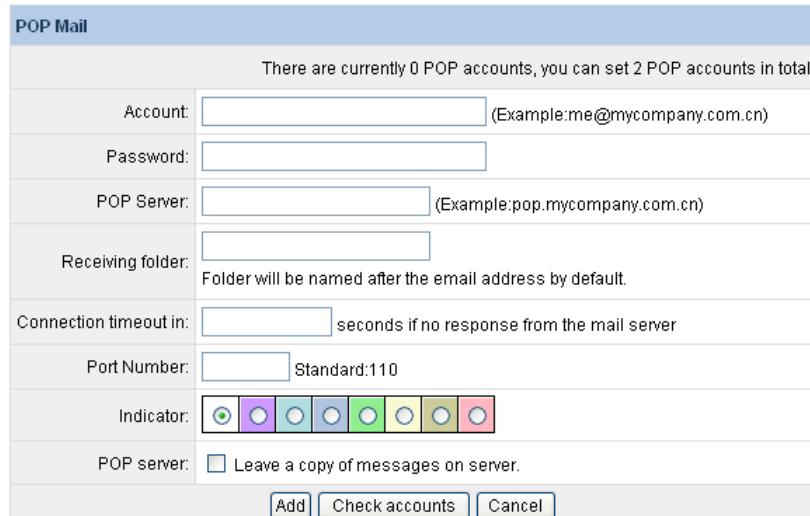
System status information at the bottom:

- Folder capacity distribution: (10.00M) [progress bar] Used space: **330.80K**(3%) Available space: **9.68M**(97%)
- Mail capacity distribution: (1000000) [progress bar] Used space: **27** Available space: **999973**
- Last login time: 2006-07-23 15:04:57

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2.2 POP Emails

1) Click “POP Accounts” on the left navigation to set up “POP Accounts”. If you have not set up any pop accounts, you need to do that on the following page. You can set up to two “POP Accounts”.



The screenshot shows the POP Mail setup page. It displays the following information and fields:

There are currently 0 POP accounts, you can set 2 POP accounts in total.

Account:	<input type="text"/>	(Example:me@mycompany.com.cn)
Password:	<input type="text"/>	
POP Server:	<input type="text"/>	(Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text"/>	Folder will be named after the email address by default.
Connection timeout in:	<input type="text"/>	seconds if no response from the mail server
Port Number:	<input type="text"/>	Standard:110
Indicator:	<input type="radio"/>	
POP server:	<input type="checkbox"/>	Leave a copy of messages on server.

At the bottom, there are buttons: Add, Check accounts, and Cancel.

2) Input the relative information in the corresponding boxes, then press “**Add**” to confirm.

POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text" value="neo@mycompany.com.cn"/> (Example:me@mycompany.com.cn)
Password:	<input type="password" value="*****"/>
POP Server:	<input type="text" value="pop.mycompany.com.cn"/> (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text" value="neo@mycompany.com.cn"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text" value="15"/> seconds if no response from the mail server
Port Number:	<input type="text" value="110"/> Standard:110
Indicator:	
POP server:	<input type="checkbox"/> Leave a copy of messages on server.
<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>	

3) You can check from the following page to see if the account is set up successfully, and you can click “**POP Mails**” to check your new mails.

me@mycompany.com.cn:

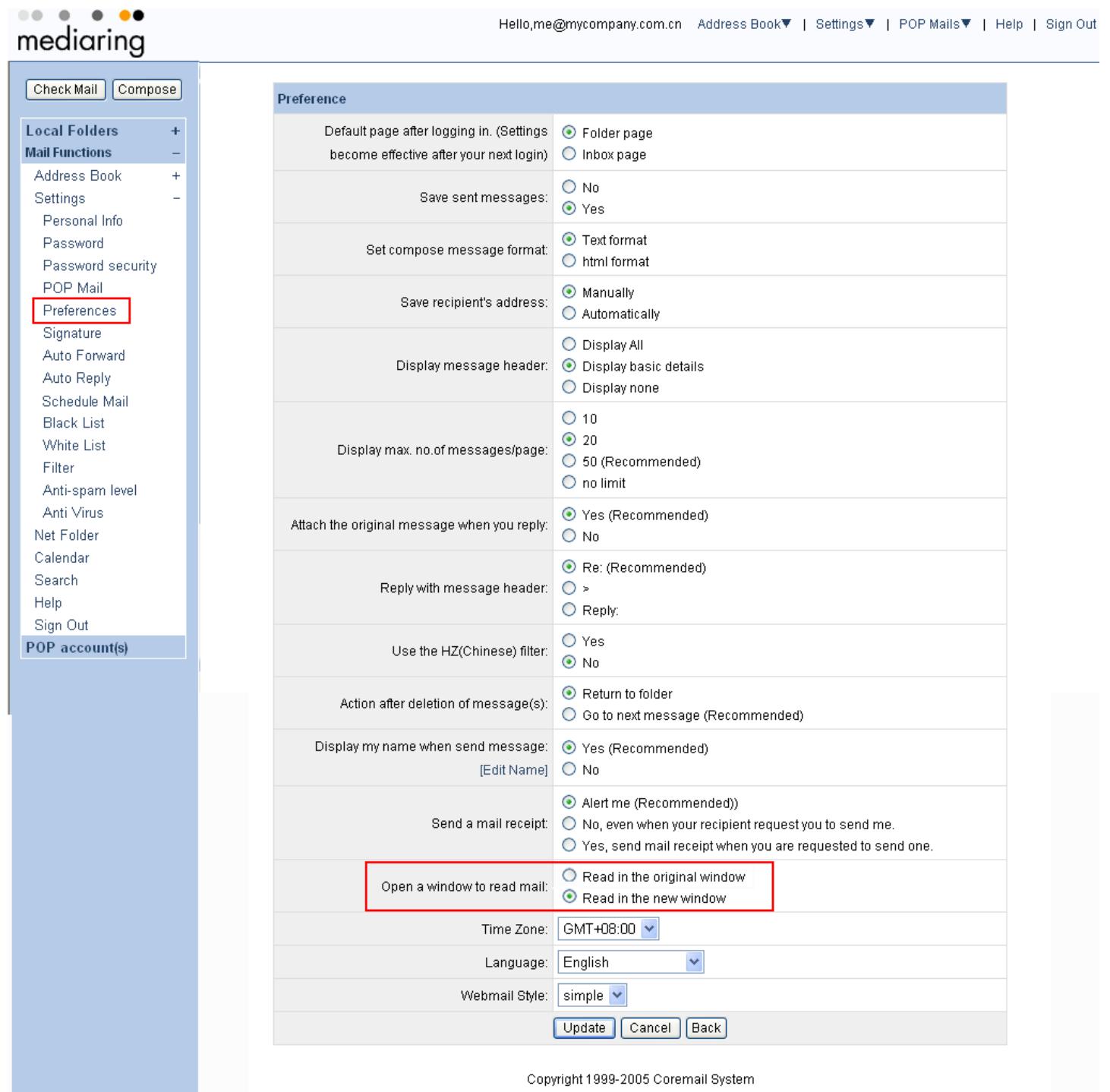
Hello, you have connected to 1 POP accounts, the result is:
neo@mycompany.com.cn , received 0 message(s) successfully. [\[Look up\]](#) [\[Details\]](#)

OK

3. Read Emails

3.1 Read emails in a “New Window”

1) If you prefer to read emails in a new window, please click “**Preferences**” under “**Settings**” located on the left navigation. Select “**Read in the new window**” under “**Open a window to read mail**”, then press “**Update**”.



mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

Check Mail Compose

Local Folders +
Mail Functions -
Address Book +
Settings -
Personal Info
Password
Password security
POP Mail
Preferences
Signature
Auto Forward
Auto Reply
Schedule Mail
Black List
White List
Filter
Anti-spam level
Anti Virus
Net Folder
Calendar
Search
Help
Sign Out

POP account(s)

Preference

Default page after logging in. (Settings become effective after your next login)
 Folder page
 Inbox page

Save sent messages:
 No
 Yes

Set compose message format:
 Text format
 html format

Save recipient's address:
 Manually
 Automatically

Display message header:
 Display All
 Display basic details
 Display none

Display max. no.of messages/page:
 10
 20
 50 (Recommended)
 no limit

Attach the original message when you reply:
 Yes (Recommended)
 No

Reply with message header:
 Re: (Recommended)
 >
 Reply:

Use the HZ(Chinese) filter:
 Yes
 No

Action after deletion of message(s):
 Return to folder
 Go to next message (Recommended)

Display my name when send message:
[Edit Name]
 Yes (Recommended)
 No

Send a mail receipt:
 Alert me (Recommended)
 No, even when your recipient request you to send me.
 Yes, send mail receipt when you are requested to send one.

Open a window to read mail:
 Read in the original window
 Read in the new window

Time Zone: GMT+08:00
Language: English
Webmail Style: simple

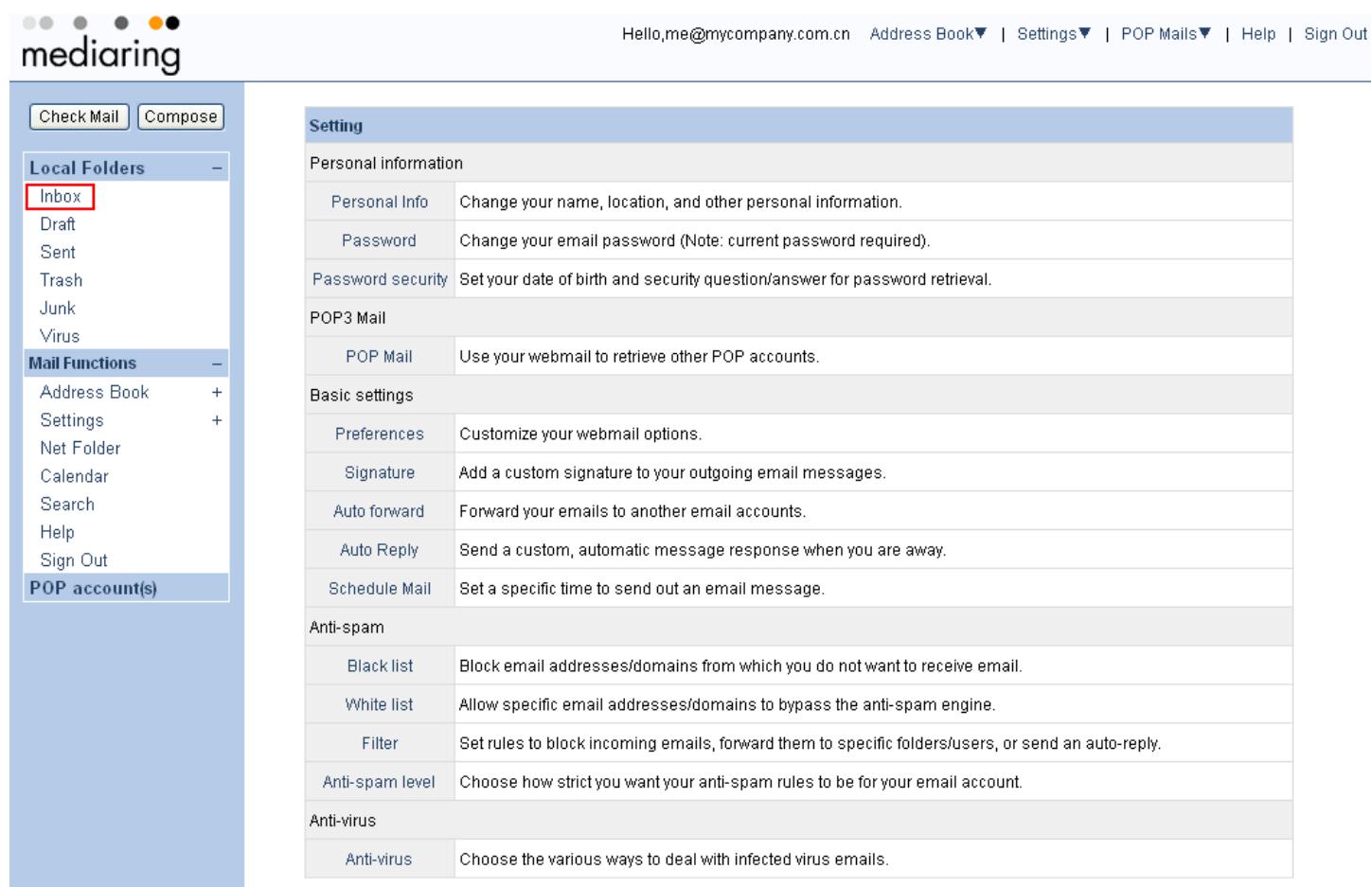
Update Cancel Back

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2) You can check from the following page to see if the preference is set successfully. After you press “OK”, it will return to the “Setting” page.



3) Click “Inbox” under “Local Folders”.



Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Setting

Personal information

Personal Info	Change your name, location, and other personal information.
Password	Change your email password (Note: current password required).
Password security	Set your date of birth and security question/answer for password retrieval.

POP3 Mail

POP Mail	Use your webmail to retrieve other POP accounts.
----------	--

Basic settings

Preferences	Customize your webmail options.
Signature	Add a custom signature to your outgoing email messages.
Auto forward	Forward your emails to another email accounts.
Auto Reply	Send a custom, automatic message response when you are away.
Schedule Mail	Set a specific time to send out an email message.

Anti-spam

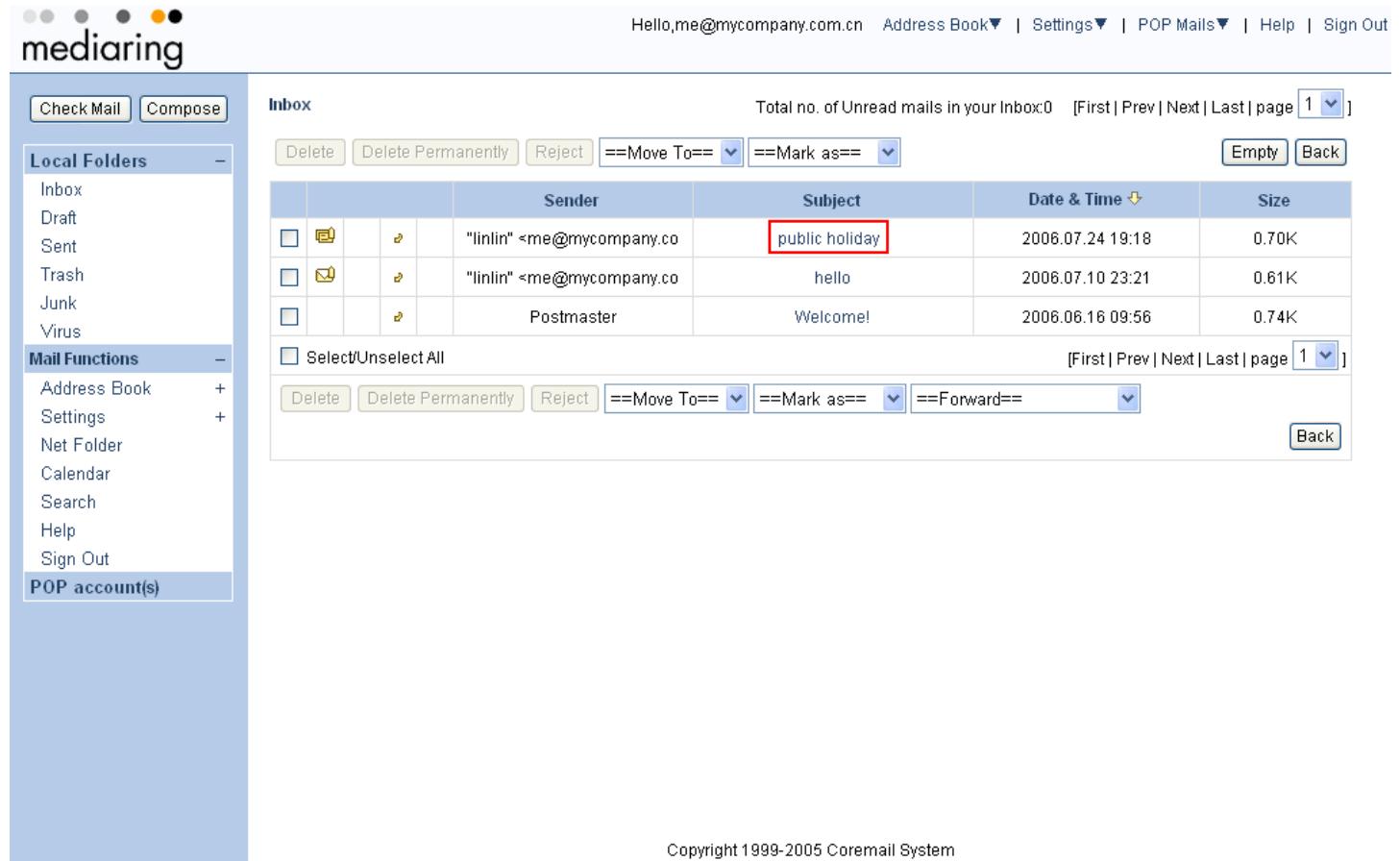
Black list	Block email addresses/domains from which you do not want to receive email.
White list	Allow specific email addresses/domains to bypass the anti-spam engine.
Filter	Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.
Anti-spam level	Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

Anti-virus	Choose the various ways to deal with infected virus emails.
------------	---

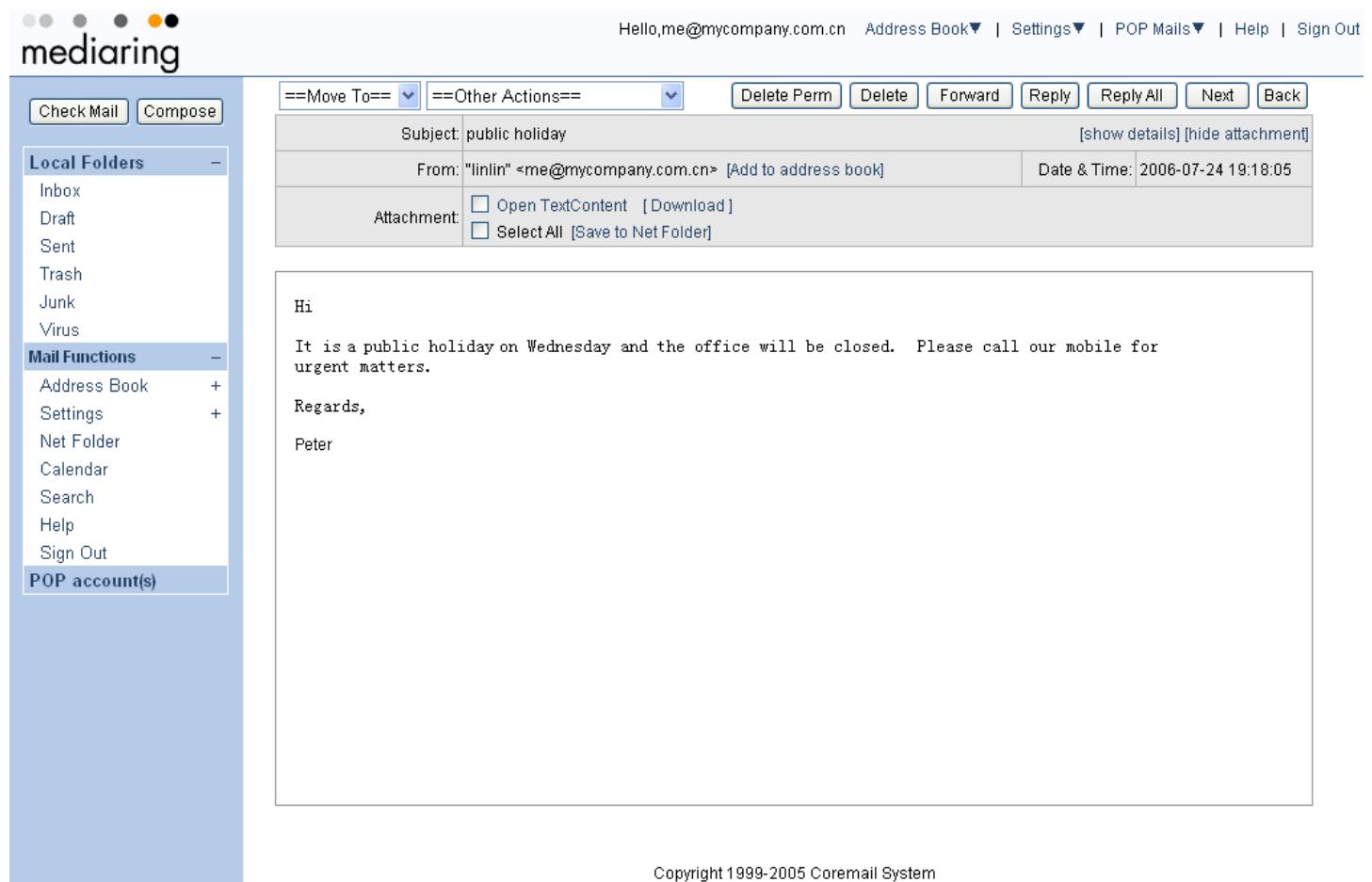
Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

4) Click the “Subject” of the email you want to read.



The screenshot shows the mediaring email interface. The top navigation bar includes links for 'Hello,me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. On the left, a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out) is visible. The main area is titled 'Inbox' and shows a list of emails. The first email, from 'linlin' with subject 'public holiday', is selected and its subject is highlighted with a red box. Other emails in the list include 'hello' from 'linlin' on 2006.07.10 23:21 and 'Welcome!' from 'Postmaster' on 2006.06.16 09:56. The interface includes buttons for 'Delete', 'Delete Permanently', 'Reject', 'Move To', 'Mark as', 'Forward', 'Reply', 'Reply All', and 'Empty'.

5) You can view the message detail in the following page.

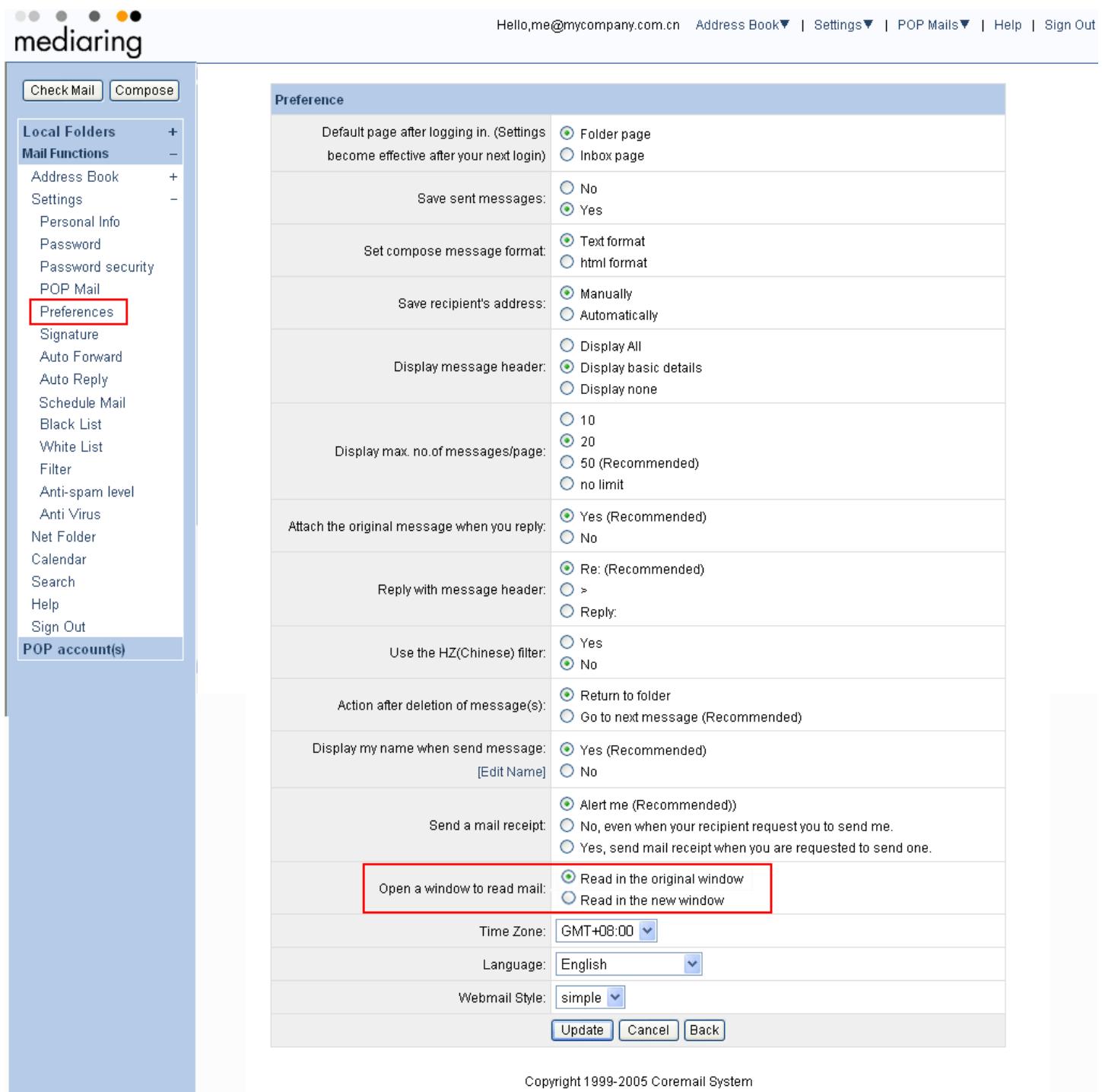


The screenshot shows the mediaring email message detail page for the 'public holiday' email. The top navigation bar and sidebar are identical to the inbox screen. The message details are displayed in a large central area. The subject is 'public holiday'. The 'From' field shows 'linlin' <me@mycompany.com.cn> with an 'Add to address book' link. The 'Date & Time' is 2006-07-24 19:18:05. The 'Attachment' section has two options: 'Open TextContent [Download]' and 'Select All [Save to Net Folder]'. The message body text is:

Hi
It is a public holiday on Wednesday and the office will be closed. Please call our mobile for urgent matters.
Regards,
Peter

3.2 Read emails in the “Original Window”

1) Click “Preferences” under “Settings”, and select “Read in the original window” under “Open a new window to read mail”, then press “Update”.



The screenshot shows the mediaring webmail interface. The top navigation bar includes 'Hello,me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. The left sidebar has a 'Check Mail' button and a 'Compose' button. The sidebar menu includes 'Local Folders', 'Mail Functions', 'Address Book', 'Settings' (with 'Personal Info', 'Password', 'Password security', 'POP Mail', 'Preferences' highlighted with a red box), 'POP Mail', 'Signature', 'Auto Forward', 'Auto Reply', 'Schedule Mail', 'Black List', 'White List', 'Filter', 'Anti-spam level', 'Anti Virus', 'Net Folder', 'Calendar', 'Search', 'Help', 'Sign Out', and 'POP account(s)'. The main content area is titled 'Preference' and contains various settings. The 'Open a window to read mail' section is highlighted with a red box, showing the 'Read in the original window' option selected. Other options in this section are 'Read in the new window' and 'Read in the original window' (selected). Other settings include: Default page after logging in (Folder page selected), Save sent messages (Yes selected), Set compose message format (Text format selected), Save recipient's address (Manually selected), Display message header (Display basic details selected), Display max. no. of messages/page (20 selected), Attach the original message when you reply (Yes (Recommended) selected), Reply with message header (Re: (Recommended) selected), Use the HZ(Chinese) filter (No selected), Action after deletion of message(s) (Return to folder selected), Display my name when send message (Yes (Recommended) selected), and Send a mail receipt (Alert me (Recommended) selected). The bottom of the page shows 'Time Zone: GMT+08:00', 'Language: English', 'Webmail Style: simple', and buttons for 'Update', 'Cancel', and 'Back'. The footer says 'Copyright 1999-2005 Coremail System'.

2) You can check from the following page to see if the preference is set successfully. After you click “OK” you will return to the “Setting” page.



3) Click “Inbox” under “Local Folders” located on the left navigation.

4) Click the “Subject” of the email you want to read.

mediaring

Check Mail Compose

Inbox

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1]

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

	Sender	Subject	Date & Time	Size
<input type="checkbox"/>	"linlin" <me@mycompany.co	public holiday	2006.07.24 19:18	0.70K
<input type="checkbox"/>	"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>	Postmaster	Welcome!	2006.06.16 09:56	0.74K

Select/Unselect All [First | Prev | Next | Last | page 1]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward==

Back

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5) You can view the message detail in the following page.

mediaring

Check Mail Compose

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Subject: office visit [show details] [hide attachment]

From: "susan" <susan@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 19:34:45

Attachment: Open TextContent [Download] Select All [Save to Net Folder]

Dear linlin,
Our regional manager will visit Singapore on 28th July 2006, please kindly reserve a hotel room for him for 3 day.
Best Regards.
Susan

Copyright 1999-2005 Coremail System

3.3 Move Emails to different Folders

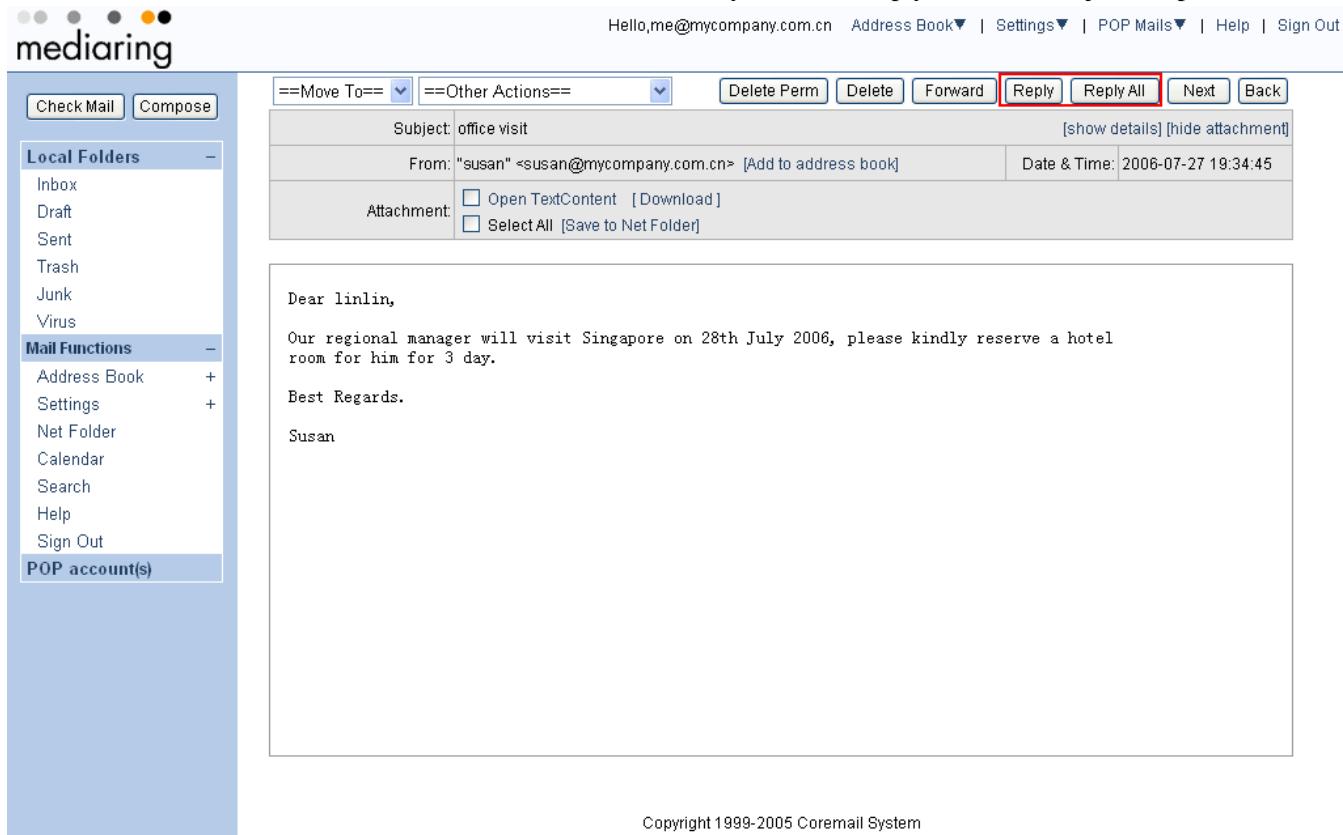
1) Go to the particular “**folder**” page which you want to move your mails, for example, “**Inbox**”.

2) Check the box in front of the email you want to move and choose the folder which it should be moved to.

3) You can check from the following page to see if the email is moved to “**Sent**”.

3.4 Reply an Email

1) Click “Inbox” under “Local Folders”, and choose the email you want to reply. Click the subject to open the email.



mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: office visit [show details] [hide attachment]

From: "susan" <susan@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 19:34:45

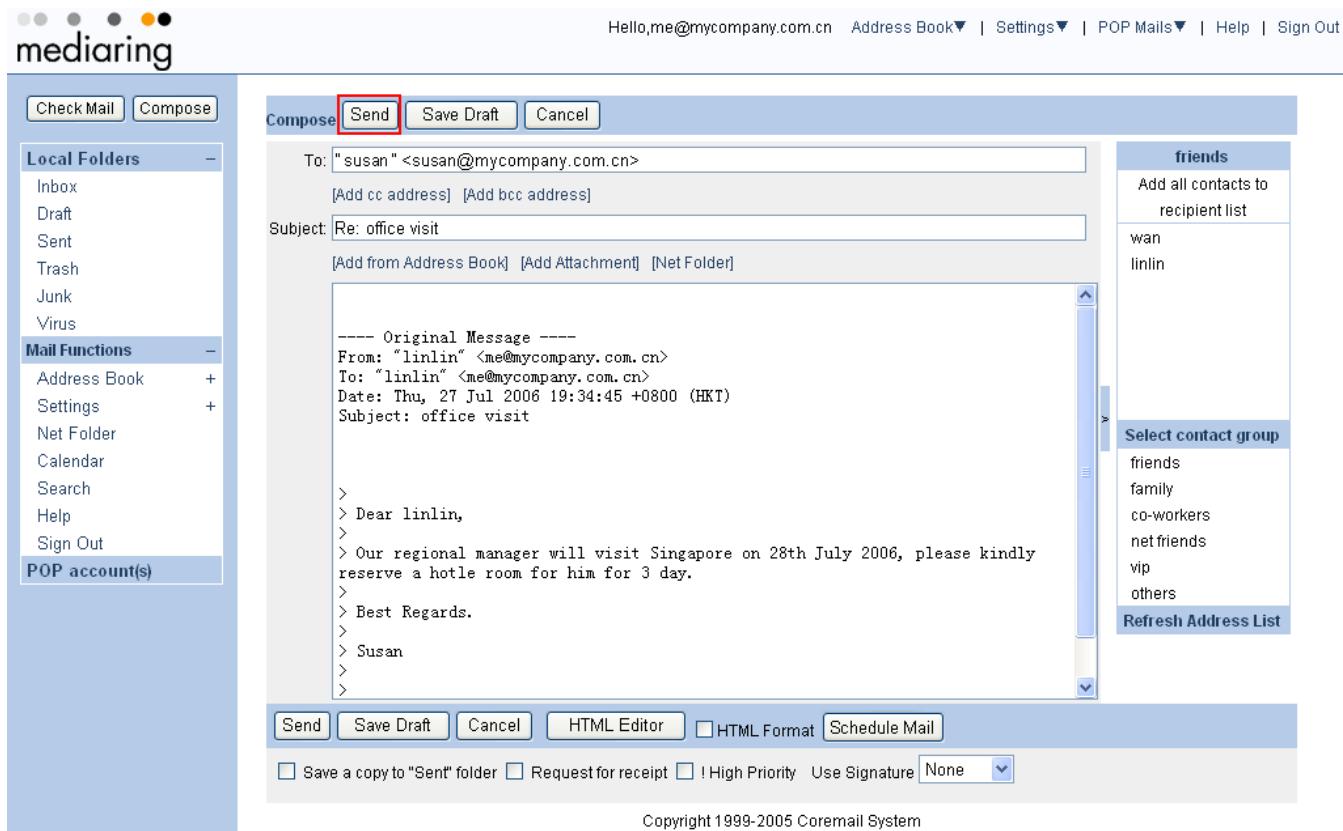
Attachment: Open TextContent [Download] Select All [Save to Net Folder]

Dear linlin,
Our regional manager will visit Singapore on 28th July 2006, please kindly reserve a hotel room for him for 3 day.
Best Regards.
Susan

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Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus
Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out
POP account(s)

2) Click “Reply” to enter the “Compose” page. Will you reply and press “Send”.



mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

Compose Send Save Draft Cancel

To: "susan" <susan@mycompany.com.cn> [Add cc address] [Add bcc address]

Subject: Re: office visit [Add from Address Book] [Add Attachment] [Net Folder]

friends
Add all contacts to recipient list
wan
linlin

Select contact group
friends
family
co-workers
net friends
vip
others
Refresh Address List

Original Message
From: "linlin" <me@mycompany.com.cn>
To: "linlin" <me@mycompany.com.cn>
Date: Thu, 27 Jul 2006 19:34:45 +0800 (HKT)
Subject: office visit

>
> Dear linlin,
>
> Our regional manager will visit Singapore on 28th July 2006, please kindly
reserve a hotle room for him for 3 day.
>
> Best Regards.
>
> Susan
>

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail
 Save a copy to "Sent" folder Request for receipt ! High Priority Use Signature None

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Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus
Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out
POP account(s)

3) You can check from the following page to see if mail is replied successfully.

Mail Sent Successfully

Successful to reply the mail to "susan" <susan@mycompany.com.cn>

[Save Address to Address Book]

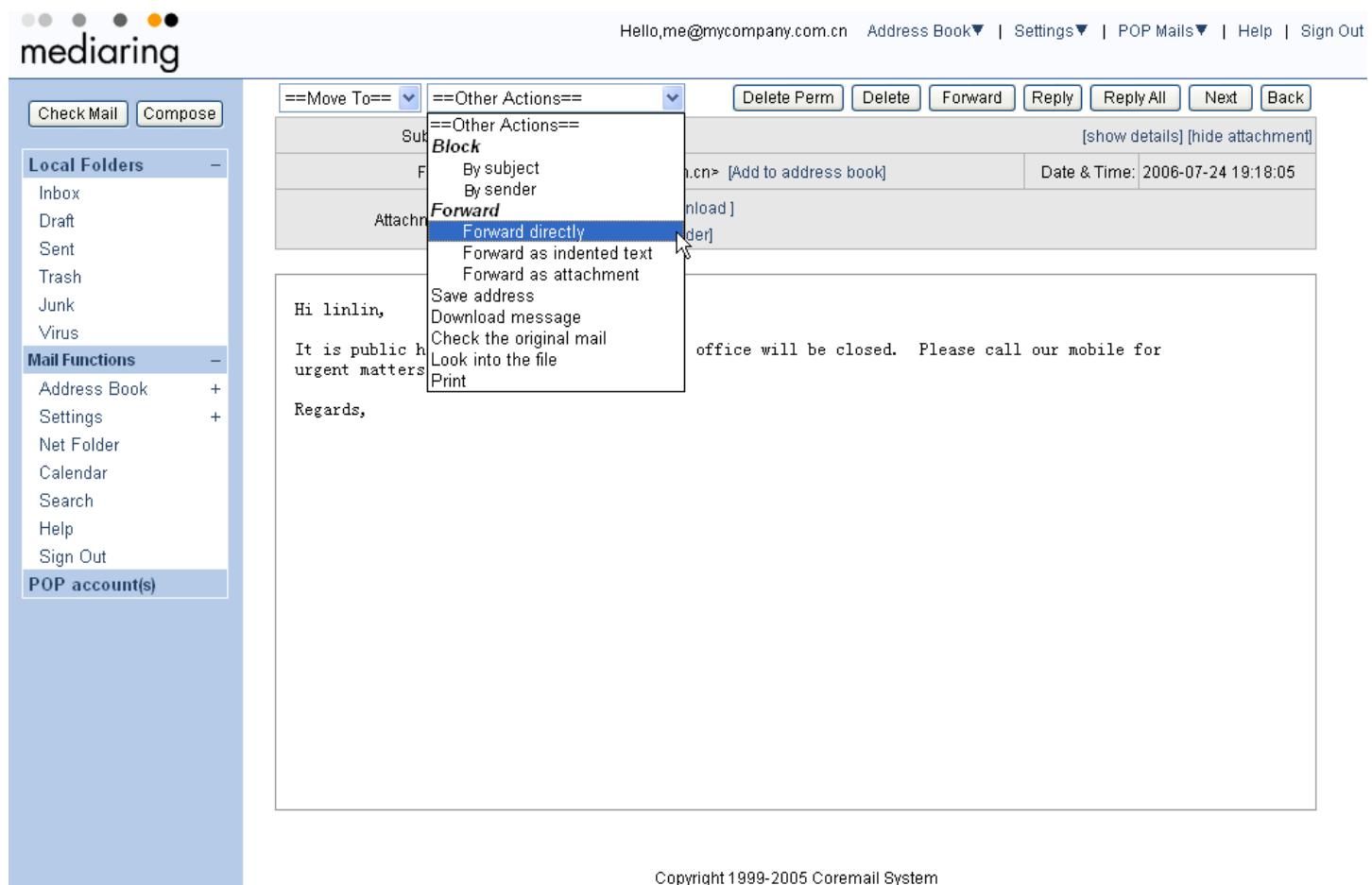
Click "Return" to the "Local Folder" page.

[Return](#)

3.5 Forward an Email

3.5.1 Forward directly

1) Go to the “Folder” page to locate your “**to be forwarded**” email and click the “**Subject**” to open the email. Choose “**Forward directly**” under “**Other Actions**”



The screenshot shows the Coremail webmail interface. The top navigation bar includes links for Address Book, Settings, POP Mails, Help, and Sign Out. The main menu on the left has sections for Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus) and Mail Functions (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The POP account(s) section is also visible. The main content area shows an email message from "susan" with the subject "Block". A context menu is open over the message, with "Forward" selected, showing a submenu with "Forward directly" highlighted. The message body contains text about office closure and mobile availability.

==Move To== **==Other Actions==**

==Other Actions==

Block

Forward

Forward directly

Forward as indented text

Forward as attachment

Save address

Download message

Check the original mail

Look into the file

Print

Hi linlin,
It is public h
urgent matters

office will be closed. Please call our mobile for

Regards,

Copyright 1999-2005 Coremail System

2) Input the email address in “**Sending Address**” box, then press “**Forward directly**”.

Forward Mail

Please input the address to deliver the mail in the following textbox:

Sending address:

3) You can check from the following page to see if the mail is forwarded successfully.

Mail Sent Successfully

Successful to forward mail to lorna@mycompany.com.cn

[\[Save Address to Address Book\]](#)

Click "Return" to the "Local Folder" page.

3.5.2 Forward as “indented text”

1) Open the email you want to forward and choose “**Forward as indented text**” from “**Other Actions**”.

mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Local Folders -
Inbox
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Net Folder
Calendar
Search
Help
Sign Out

POP account(s)

==Move To== ==Other Actions==

Block
By subject
By sender

Forward
Forward directly
Forward as indented text
Forward as attachment
Save address
Download message
Check the original mail
Look into the file
Print

on 28th July 2006, please kindly reserve a hotle

Dear linlin,
Our regional m
room for him f
Dear Susan,

Best Regards.

Susan

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2) The “Compose” page will appear.

To: [Add cc address] [Add bcc address]
Subject: Fw: public holidays
Attachment: public_holidays.eml [Delete]
[Add from Address Book] [Add Attachment] [Net Folder]

friends
Add all contacts to recipient list
Select contact group
Refresh Address List

Send Save Draft Cancel HTML Editor HTML Format Time Set
 Save a copy to "Sent" folder Request for receipt High Priority Use Signature None

3) Input the receiver's address in the “To” box, then press “Send”.

To: "wan" <wan@mycompany.com.cn> [Add cc address] [Add bcc address]
Subject: Fw: public holidays
Attachment: public_holidays.eml [Delete]
[Add from Address Book] [Add Attachment] [Net Folder]

friends
Add all contacts to recipient list
wan
linlin
Select contact group
friends
family
co-workers
net friends
vip
classmate
Refresh Address List

Send Save Draft Cancel HTML Editor HTML Format Time Set
 Save a copy to "Sent" folder Request for receipt High Priority Use Signature None

4) You can check from the following page to see if the mail is forwarded successfully.

Mail Sent Successfully

Successful to forward mail to wan@mycompany.com.cn

[Save Address to Address Book]

Click "Return" to the "Local Folder" page.

Return

5) The recipient will receive the email as shown below:

mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: Fw: public holiday [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-26 18:48:55

Attachment: Open TextContent [Download] Open MailContent [Download] Select All [Save to Net Folder]

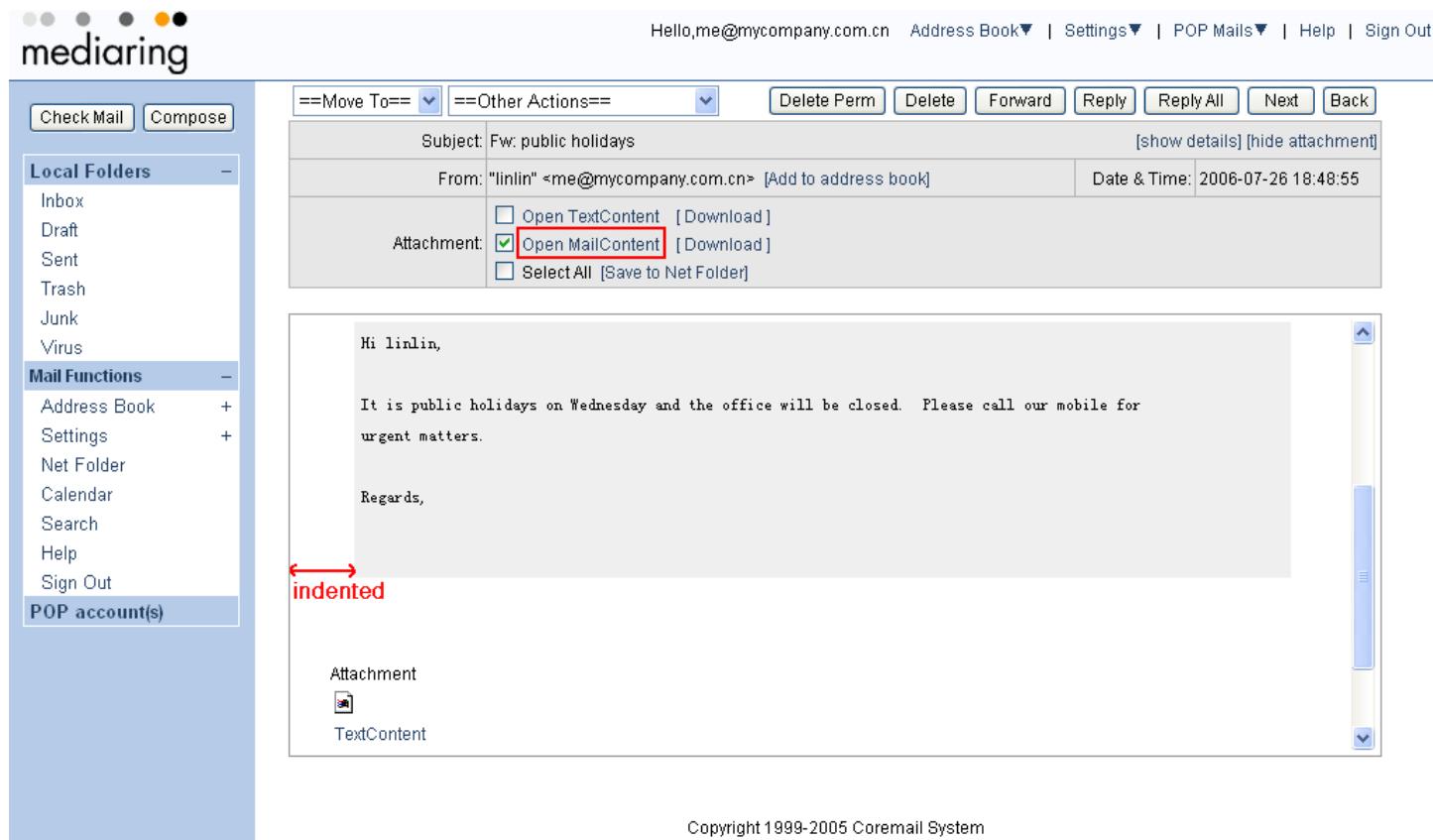
Dear Wan,

Please see the attachment, thanks.

Best Regards!

Copyright 1999-2005 Coremail System

6) Check "Open Mail Content", to view forwarded content.



mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Check Mail Compose

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Subject: Fw: public holidays [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-26 18:48:55

Attachment:

- Open TextContent [Download]
- Open MailContent [Download] (highlighted)
- Select All [Save to Net Folder]

Hi linlin,

It is public holidays on Wednesday and the office will be closed. Please call our mobile for urgent matters.

Regards,

indented

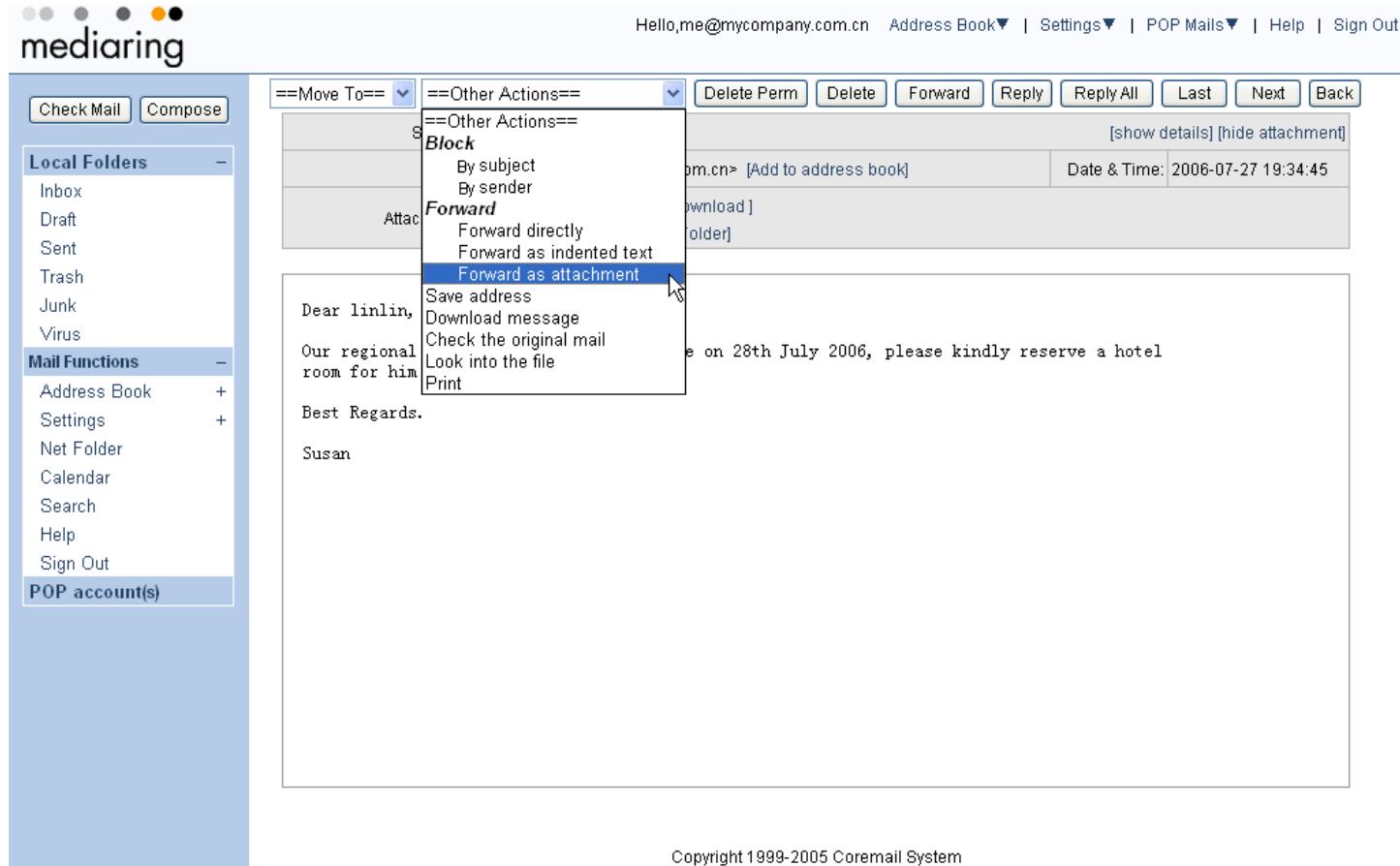
Attachment

TextContent

Copyright 1999-2005 Coremail System

3.5.3 Forward as attachment

1) Open the email you want to forward and choose "Forward as attachment" from "Other Actions".



mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Check Mail Compose

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Last Next Back

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Subject: Block [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 19:34:45

Attachment:

- Open TextContent [Download]
- Open MailContent [Download]
- Select All [Save to Net Folder]

Dear linlin,

Our regional room for him

on 28th July 2006, please kindly reserve a hotel

Best Regards.

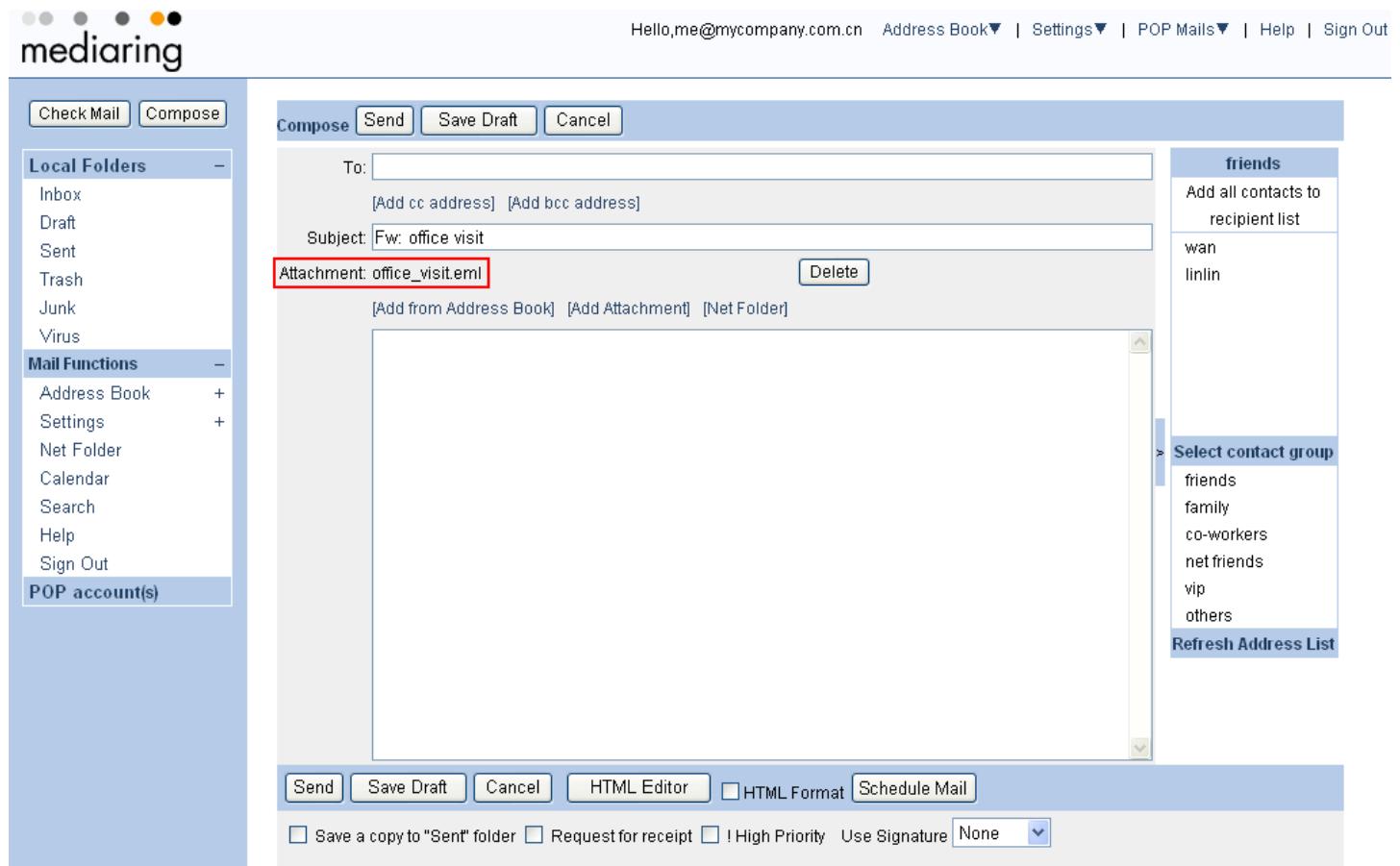
Susan

Other Actions

- Block
- By subject
- By sender
- Forward
 - Forward directly
 - Forward as indented text
 - Forward as attachment (highlighted)
- Save address
- Download message
- Check the original mail
- Look into the file
- Print

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2) The “Compose” page will appear.



Compose **Send** Save Draft Cancel

To:

[Add cc address] [Add bcc address]

Subject: Fw: office visit

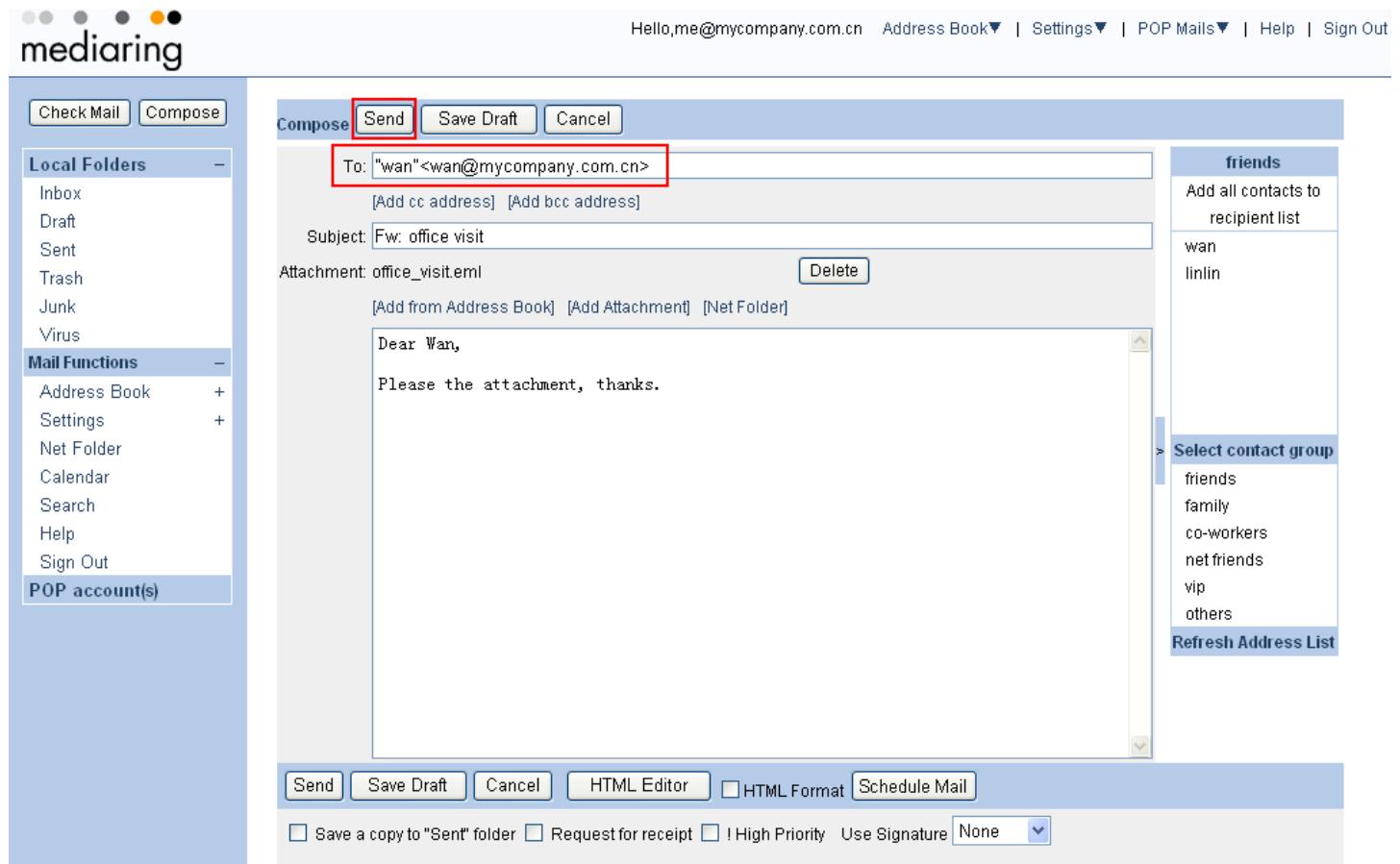
Attachment: office_visit.eml **Delete**

[Add from Address Book] [Add Attachment] [Net Folder]

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

Save a copy to "Sent" folder Request for receipt ! High Priority Use Signature **None**

3) Input the receiver's address in the “To” box, then press “Send”.



Compose **Send** Save Draft Cancel

To: "wan" <wan@mycompany.com.cn> **Send**

[Add cc address] [Add bcc address]

Subject: Fw: office visit

Attachment: office_visit.eml **Delete**

[Add from Address Book] [Add Attachment] [Net Folder]

Dear Wan,

Please the attachment, thanks.

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

Save a copy to "Sent" folder Request for receipt ! High Priority Use Signature **None**

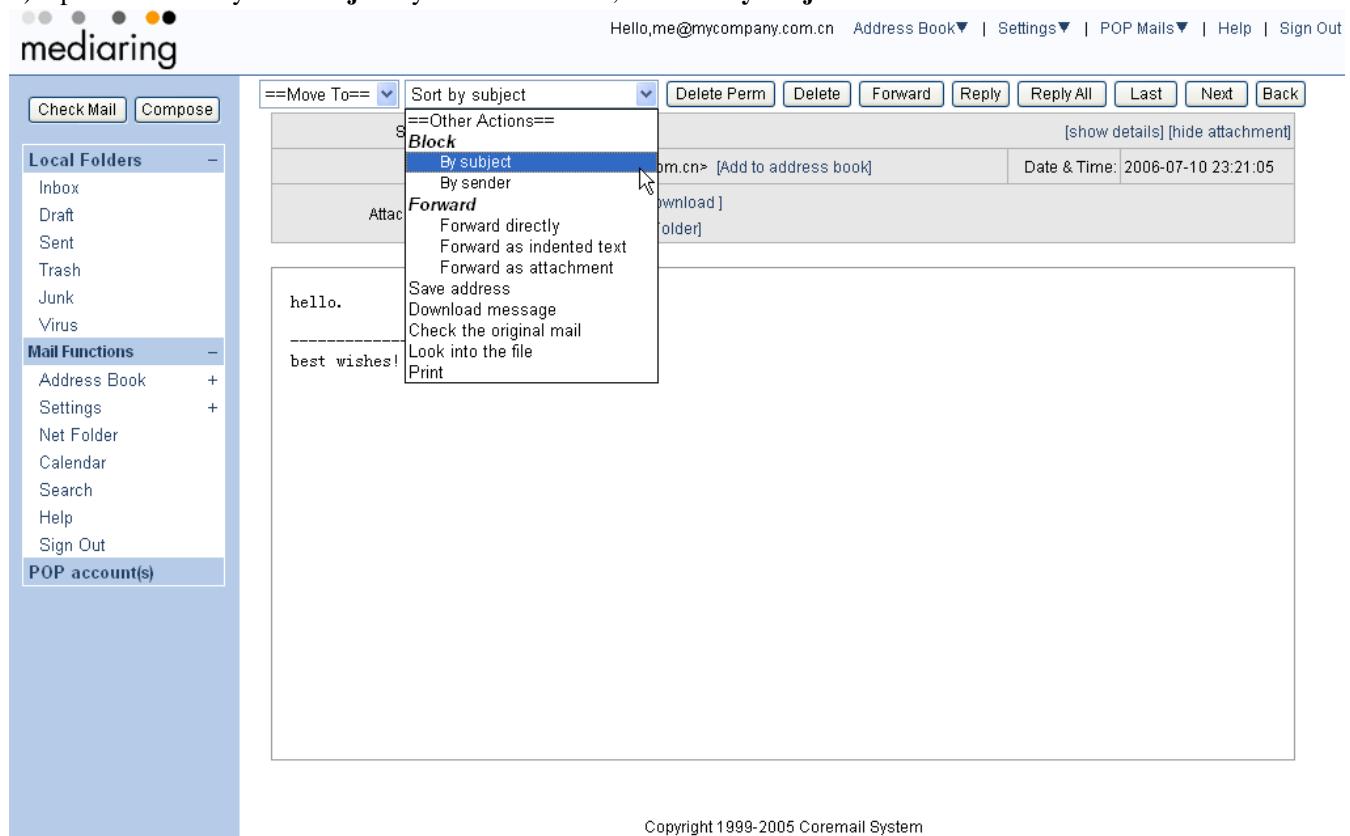
2) You can check from the following page to see if the mail is forwarded successfully.



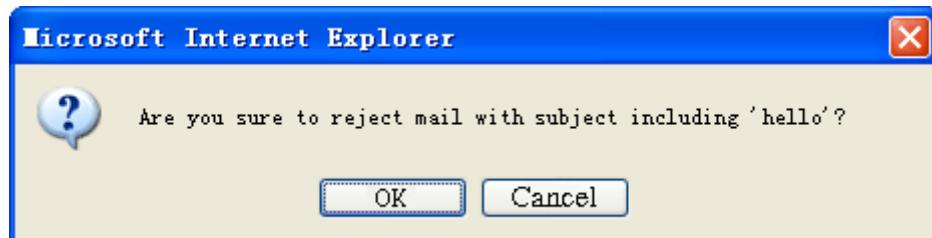
3.6 Block Emails

3.6.1 By subject

1) Open the email by the “**subject**” you wish to block, choose “**By subject**” under “**Block**” from “**Other Actions**”.

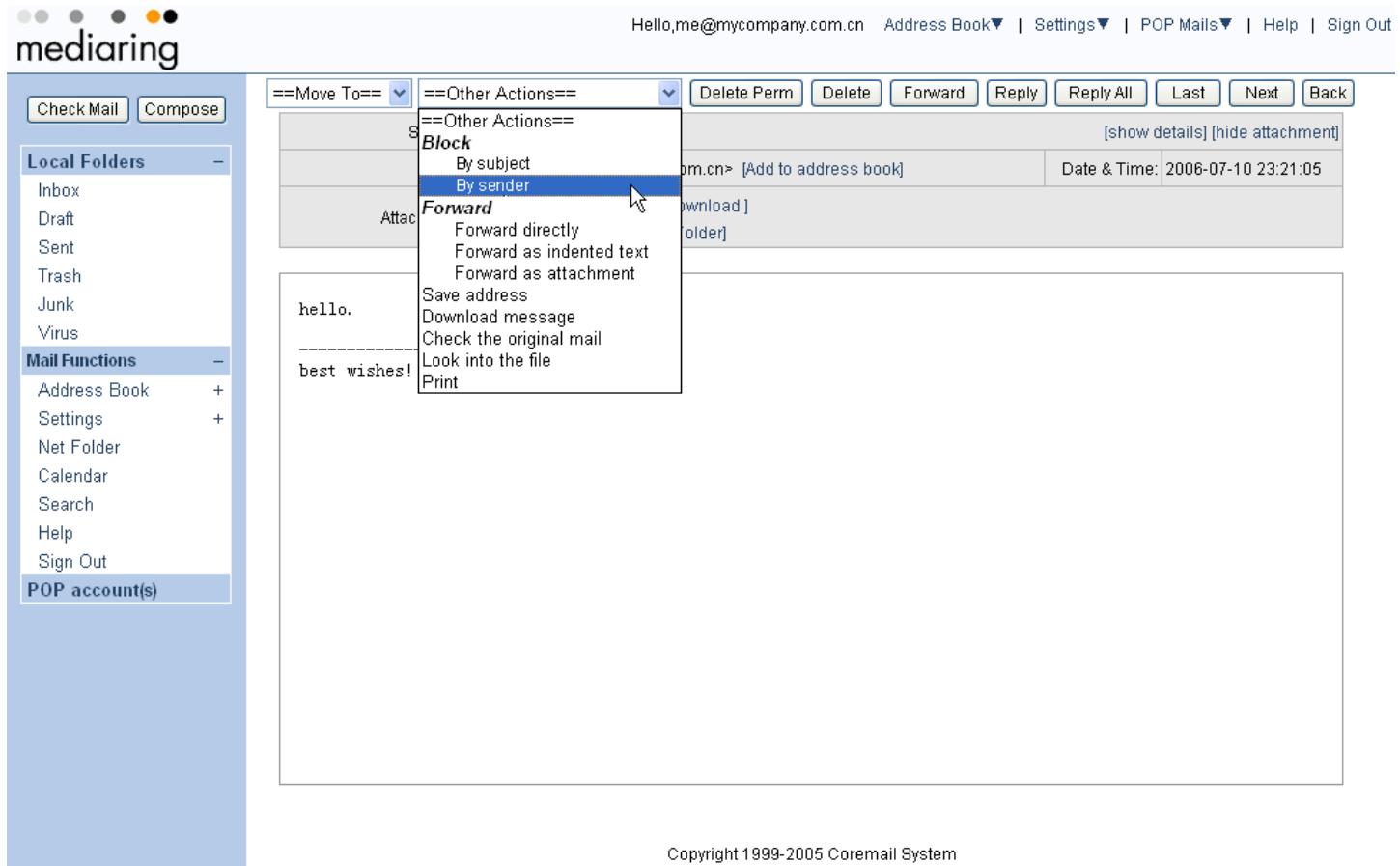


2) The following page will appear, press “**OK**” to confirm.

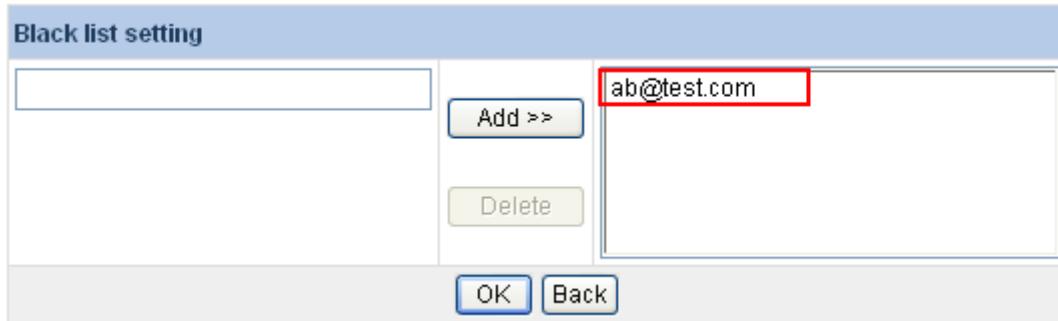


3.6.2 By sender

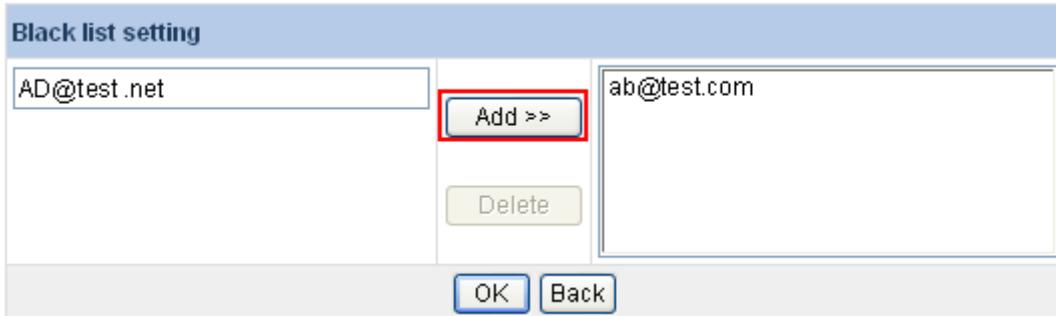
1) Open the email with the “**Sender**” you want to block, choose “**By sender**” under “**Block**” from “**Other Action**”.



2) The “**Black list setting**” page will appear, and the “**sender’s**” email address is automatically added to the box on the right. Press “**OK**” to confirm.



3) If you want to add a sender’s email address manually, please refer to section 6.4.1 “**Black List**” setting. Input the mail address that will be blocked in the box on the left, then press “**Add**”.



4) The mail address will be listed on the right box, press “OK” to confirm.



5) You can check from the following page to see if the mail address is blocked.



3.7 Save address

1) Open the email which you want to save the email address. Choose “Save address” under “Other Actions”.

==Move To== ==Other Actions==

Block
By subject
By sender
Forward
Forward directly
Forward as indented text
Forward as attachment
Save address
Download message
Check the original mail
Look into the file
Print

so touching. It was very nice of you and thank you for it very much and hope to sing together again soon.
Take care and regards,
linan

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2) You can see from the following page that the “Must Fill In” items are already filled in. Press “OK” to confirm.

mediaring

Hello,me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out

Check Mail | Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Personal Addresses Edit

New Personal Address

Must fill in

Name:	susan
Email Address:	susan@mycompany.c

Personal details

Groups:	<input type="checkbox"/> friends <input type="checkbox"/> family <input type="checkbox"/> co-workers <input type="checkbox"/> net friends <input type="checkbox"/> vip <input type="checkbox"/> classmate
Birthday:	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day
ICQ Number:	<input type="text"/>
Home Page:	<input type="text"/>
Home Address:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Home Phone Number:	<input type="text"/>
Mobile:	<input type="text"/>

Work details

Company:	<input type="text"/>
Work Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Address:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>

OK | Clear | Export | Back

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3) You can check from the following page to see if the email address is saved.

mediaring

Hello,me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out

Check Mail | Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group with the first letter equals to All . list the First 20 messages OK

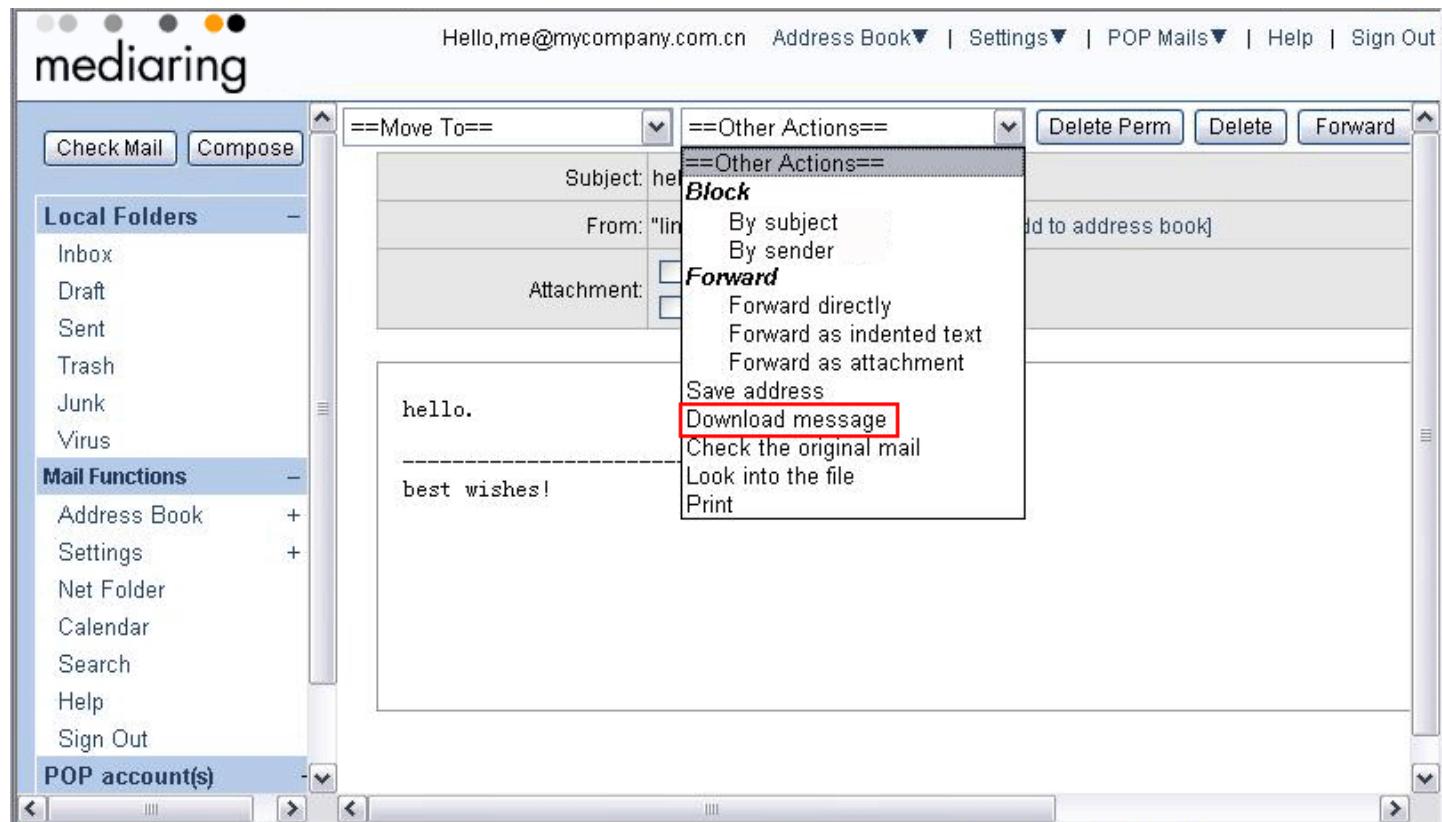
Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1 WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	5 susan	susan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All | Delete | Add | Move To friends Group's mail list

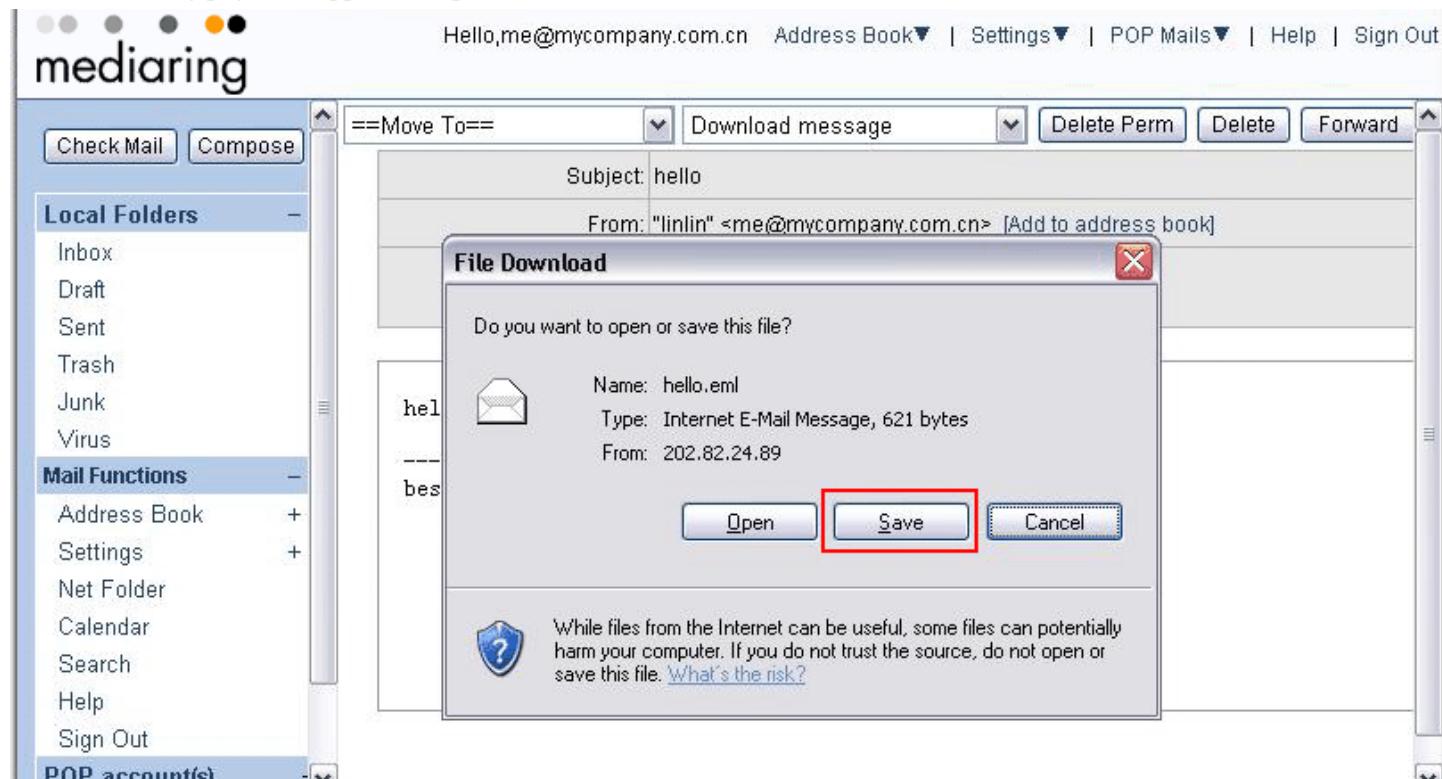
Copyright 1999-2005 Coremail System

3.8 Download an email

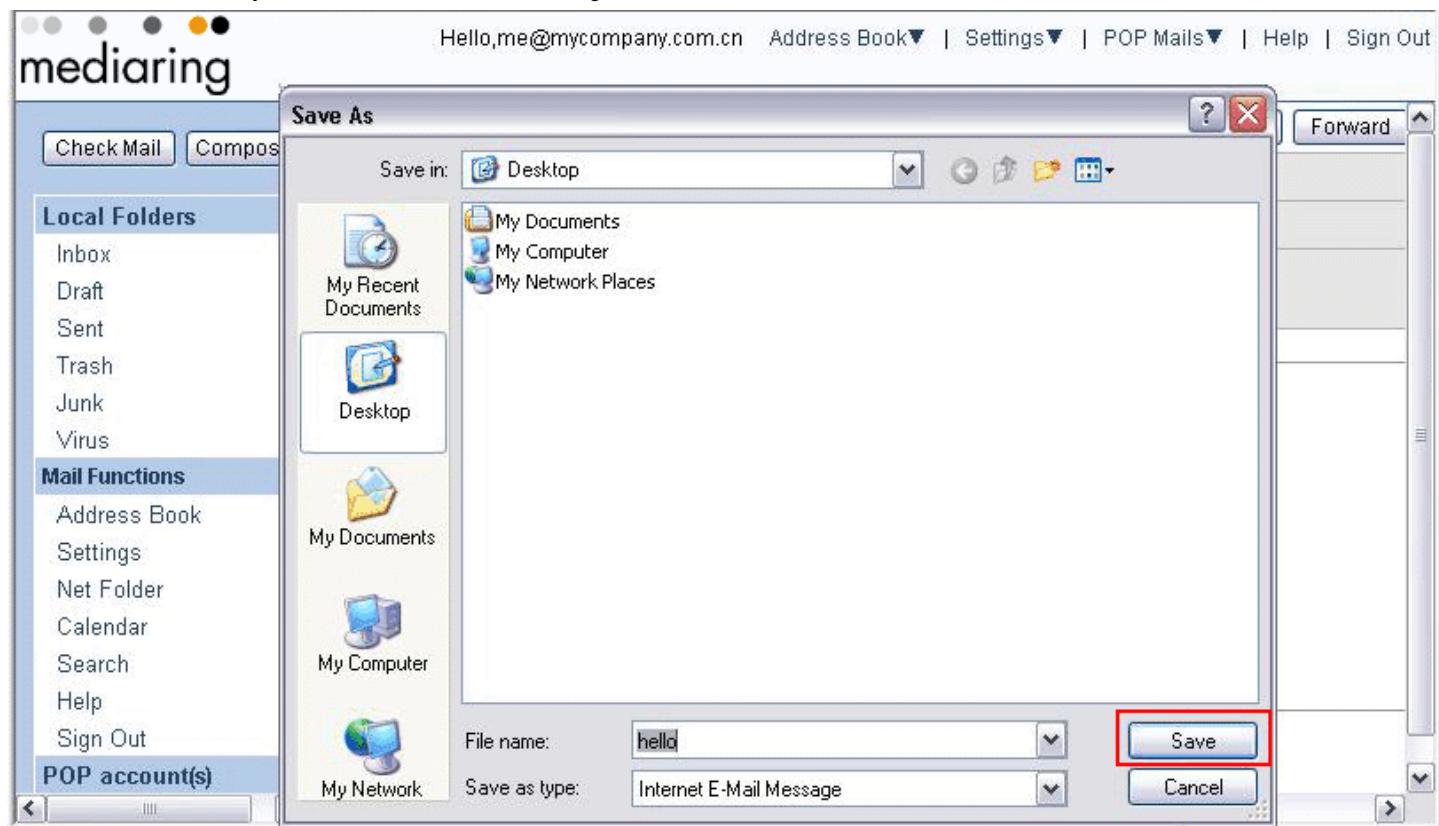
1) Open the email you want to download. Choose “Download message” from “Other Actions”.



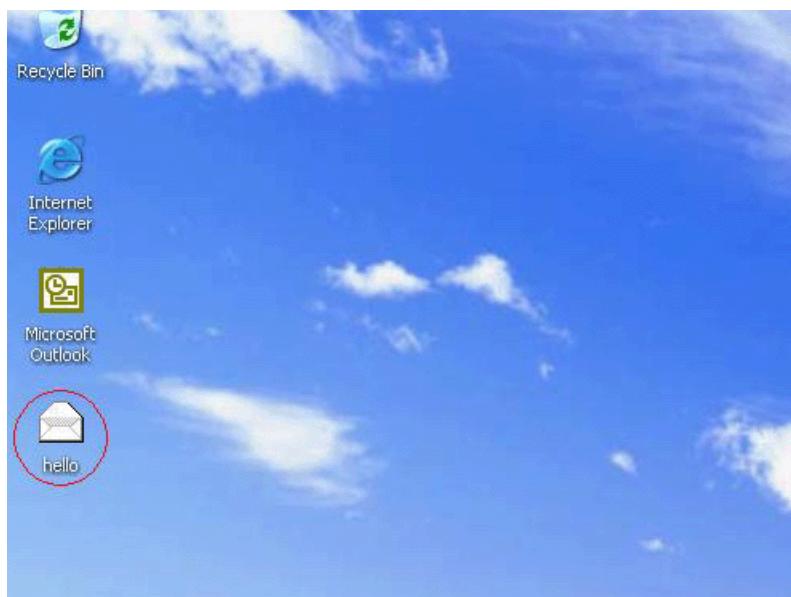
2) The following page will appear, and press “Save”.



3) Select the location you want save the email, then press “Save” to confirm.

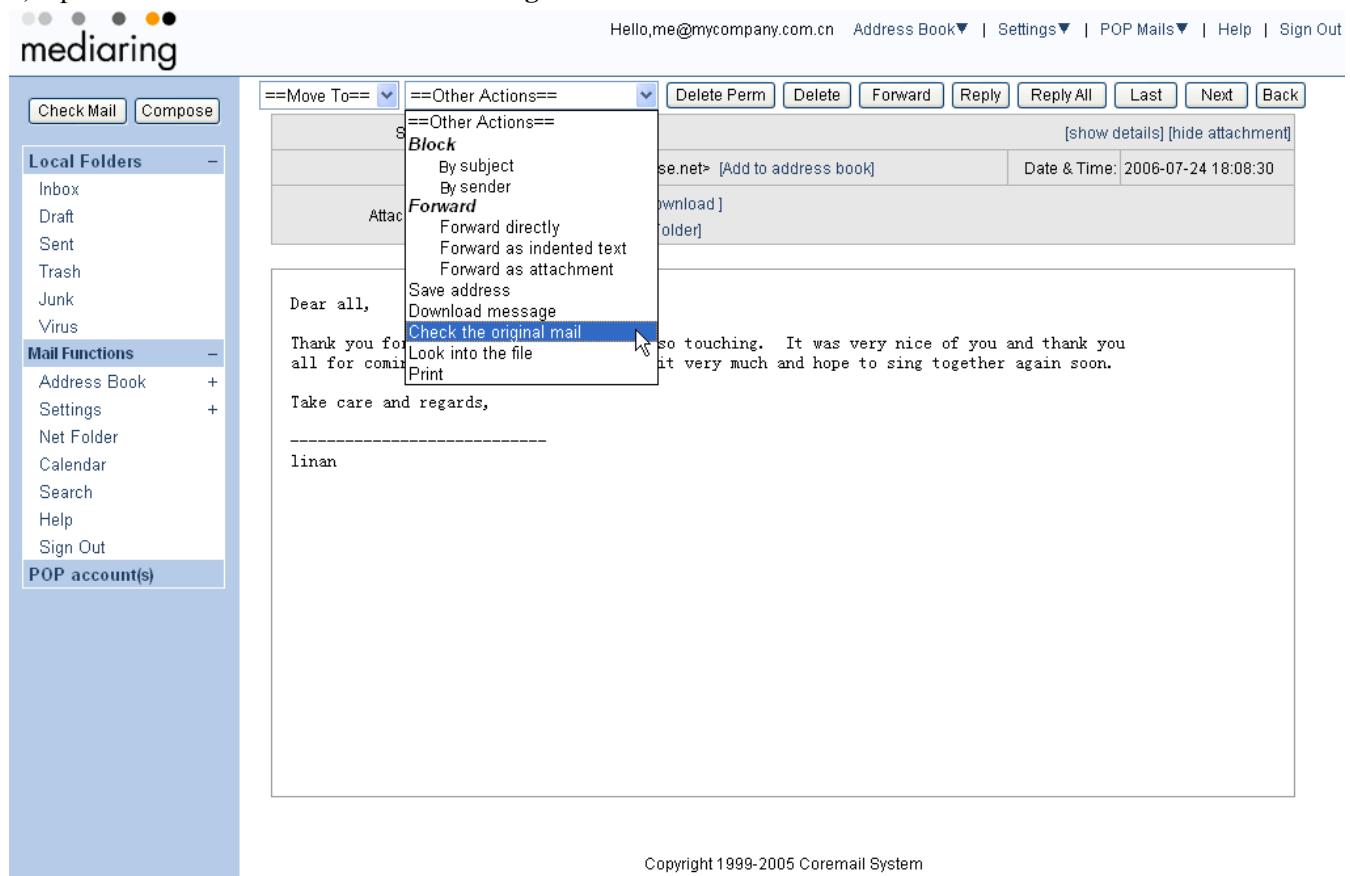


4) You can check from the following page to see if the email download is successful.



3.9 Check email status

- 1) Open the email and choose “Check the original mail” under “Other Actions”.

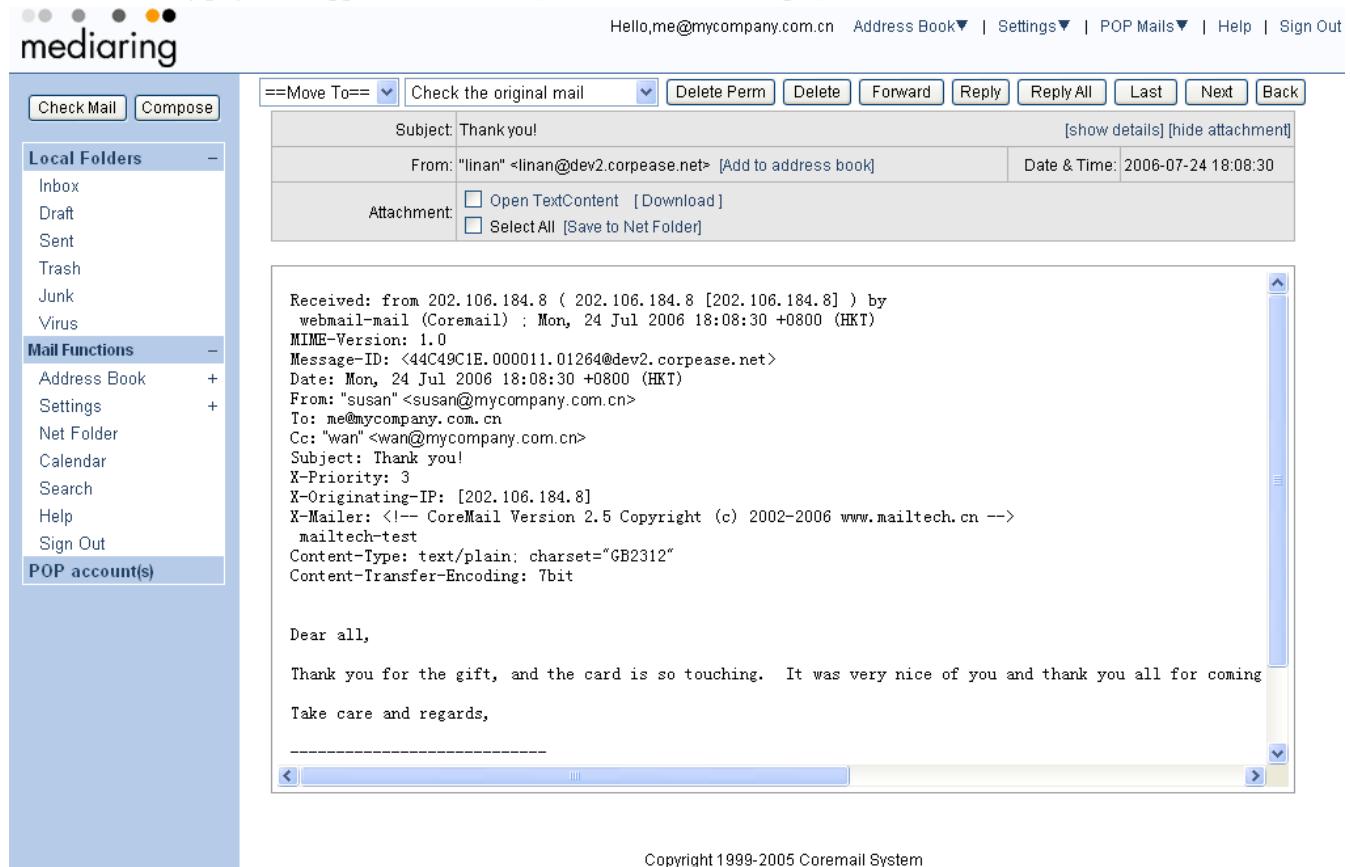


The screenshot shows the Coremail web interface. On the left, there's a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area shows an email message. The 'Other Actions' dropdown menu is open, and the 'Check the original mail' option is highlighted with a blue box and a cursor. The email content is as follows:

Dear all,
Thank you for all for coming.
so touching. It was very nice of you and thank you
it very much and hope to sing together again soon.
Take care and regards,
linan

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- 2) The following page will appear, with some system information displayed.



The screenshot shows the Coremail interface after selecting 'Check the original mail'. The main area displays the email details and the original message content. The email details are:

Subject: Thankyou!
From: "linan" <linan@dev2.corpease.net> [Add to address book]
Date & Time: 2006-07-24 18:08:30

Attachment: Open TextContent [Download]
 Select All [Save to Net Folder]

The original message content is:

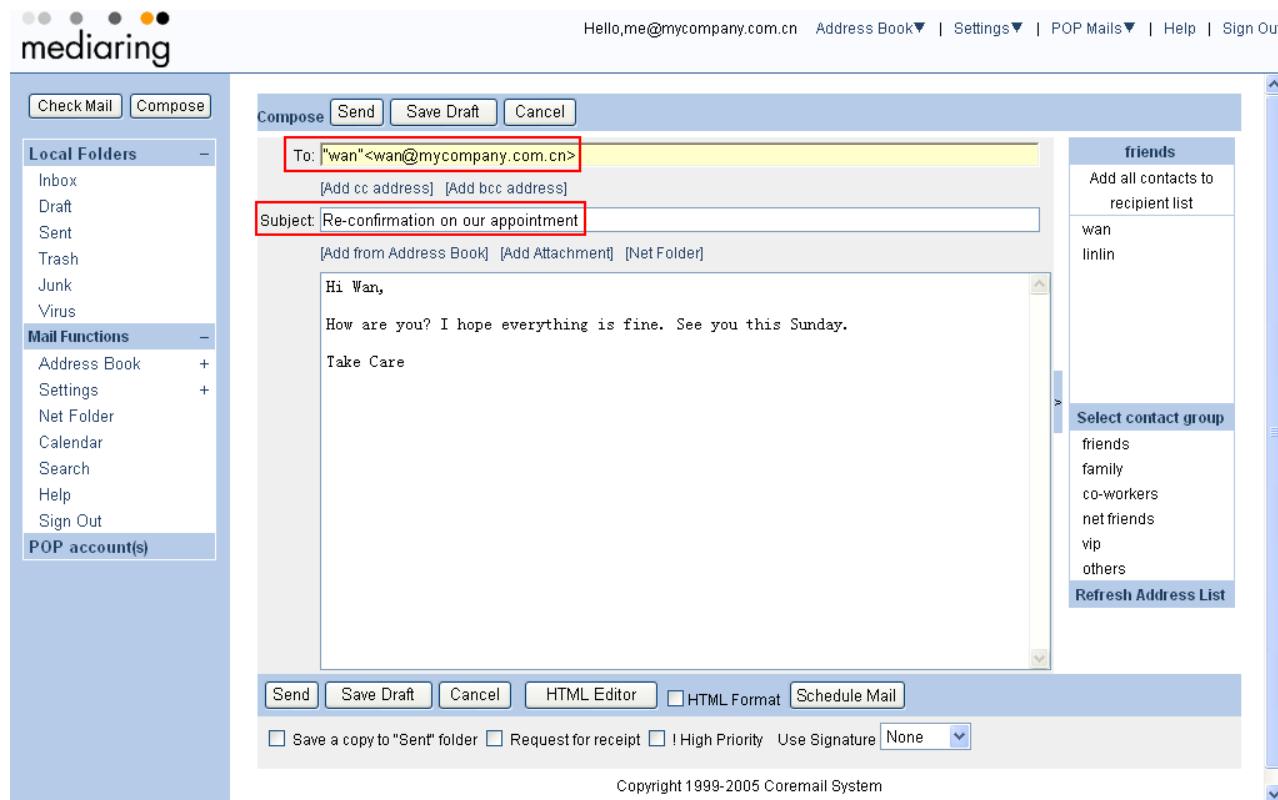
```
Received: from 202.106.184.8 ( 202.106.184.8 [202.106.184.8] ) by
webmail-mail (Coremail) : Mon, 24 Jul 2006 18:08:30 +0800 (HKT)
MIME-Version: 1.0
Message-ID: <44C49C1E.000011.01264@dev2.corpease.net>
Date: Mon, 24 Jul 2006 18:08:30 +0800 (HKT)
From: "susan" <susan@mycompany.com.cn>
To: me@mycompany.com.cn
Cc: "wan" <wan@mycompany.com.cn>
Subject: Thank you!
X-Priority: 3
X-Originating-IP: [202.106.184.8]
X-Mailer: <!-- CoreMail Version 2.5 Copyright (c) 2002-2006 www.mailtech.cn -->
mailtech-test
Content-Type: text/plain; charset="GB2312"
Content-Transfer-Encoding: 7bit
```

Dear all,
Thank you for the gift, and the card is so touching. It was very nice of you and thank you all for coming
Take care and regards,

Copyright 1999-2005 Coremail System

4. Send Emails

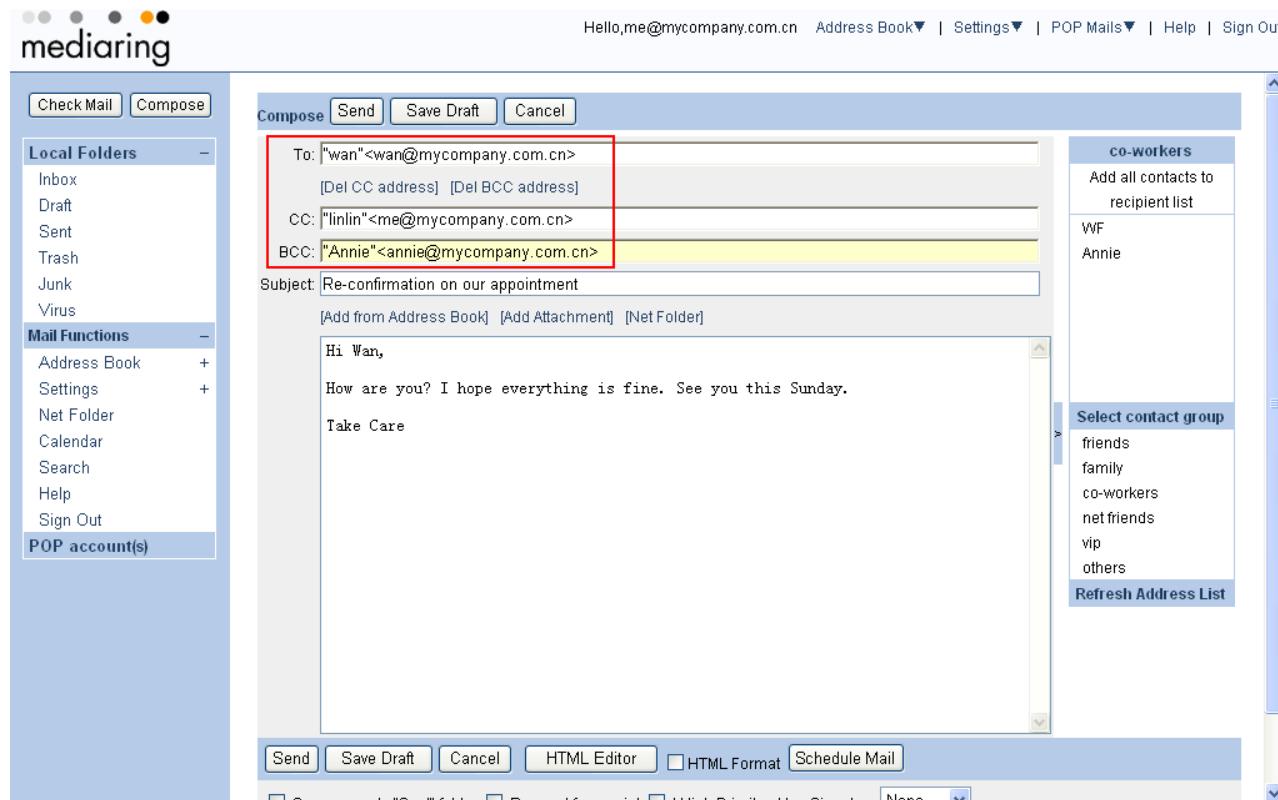
Click “Compose” on the left navigation to enter the “Compose” page. Input the receiver’s email address in the “To” box and the subject in the “Subject” box. Write your email in the box below and press “Send” when finish.



The screenshot shows the Coremail interface with the 'Compose' page open. The left sidebar includes 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main 'Compose' window has 'To: "wan" <wan@mycompany.com.cn>' and 'Subject: Re-confirmation on our appointment' highlighted with red boxes. The message body says 'Hi Wan, How are you? I hope everything is fine. See you this Sunday. Take Care'. To the right, a 'friends' contact list shows 'wan' and 'linlin'. A 'Select contact group' dropdown is open, listing 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'others', with 'friends' selected. The bottom toolbar includes 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', 'Schedule Mail', and checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', and 'Use Signature'.

4.1 Address list

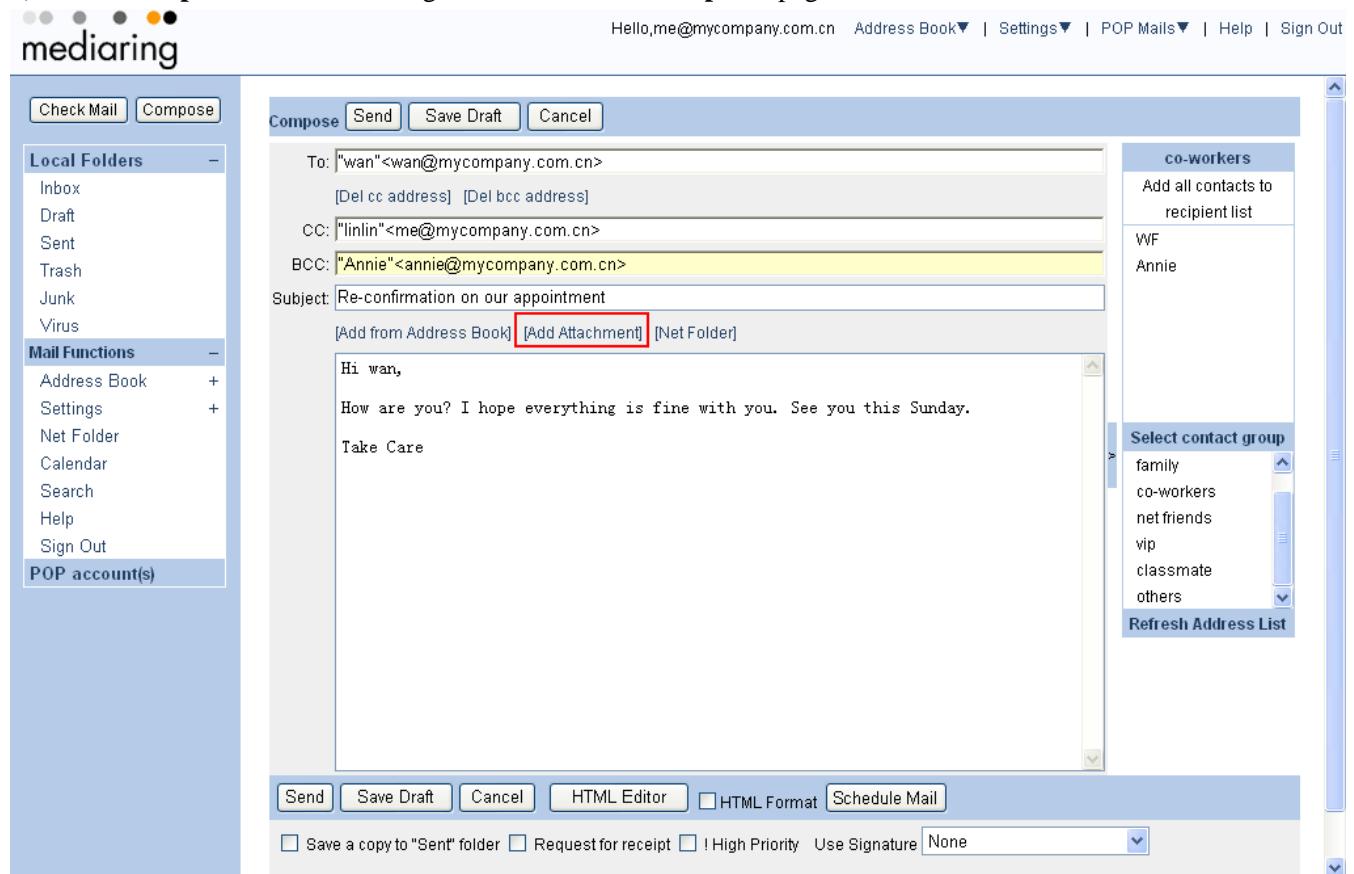
Click “Compose” on the left navigation to enter the “Compose” page. You can click the addresses on the right navigation to include them in the “To” , “cc” or “bcc” boxes.



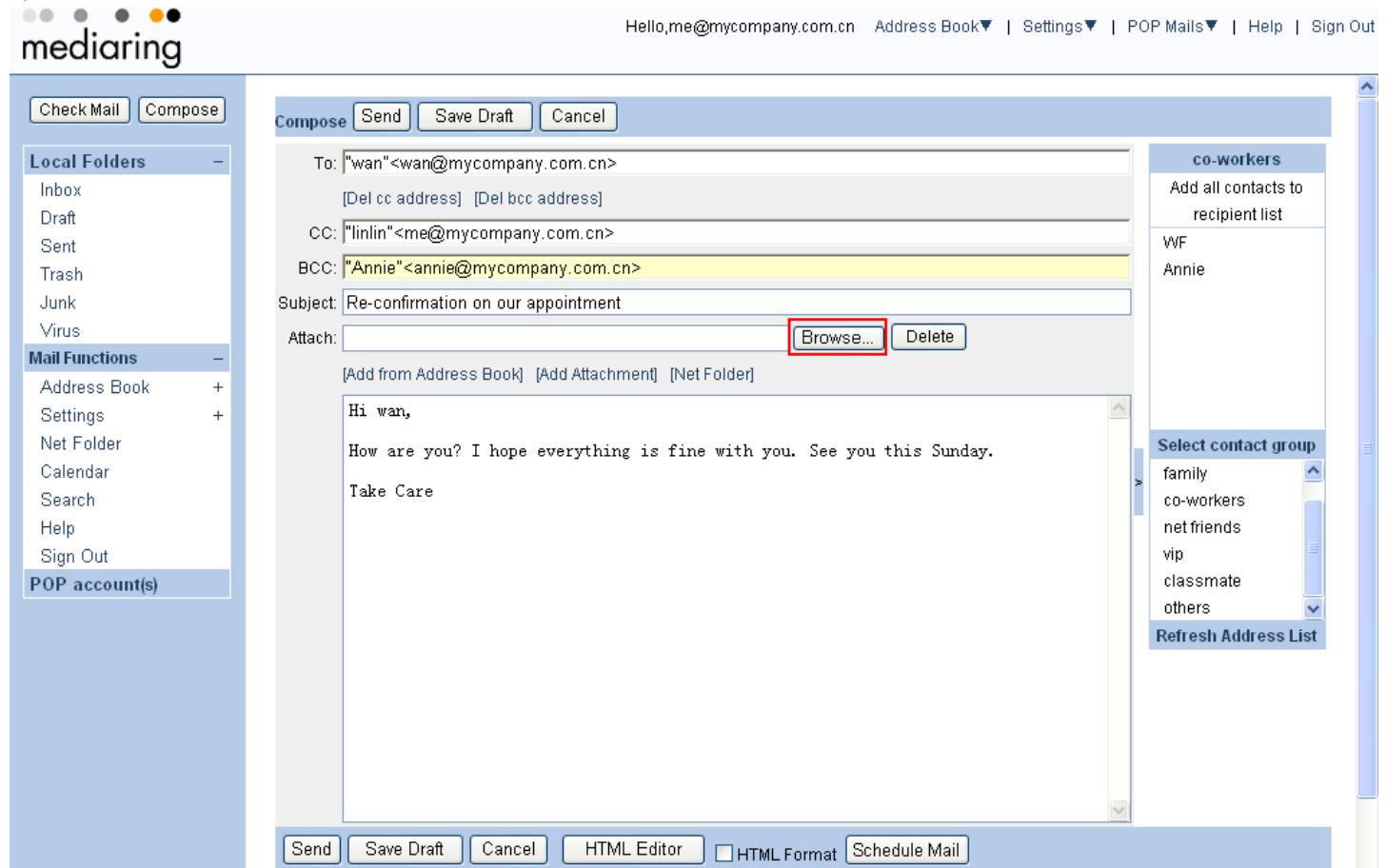
The screenshot shows the Coremail interface with the 'Compose' page open. The left sidebar includes 'Local Folders' and 'Mail Functions'. The main 'Compose' window has 'To: "wan" <wan@mycompany.com.cn>' and 'CC: "linlin" <me@mycompany.com.cn>' highlighted with red boxes. The 'BCC' field contains 'BCC: "Annie" <annie@mycompany.com.cn>'. The 'Subject' field is 'Re-confirmation on our appointment'. The message body is identical to the previous screenshot. To the right, a 'co-workers' contact list shows 'WF' and 'Annie'. A 'Select contact group' dropdown is open, listing the same categories as before, with 'co-workers' selected. The bottom toolbar includes 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', 'Schedule Mail', and checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', and 'Use Signature'.

4.2 Send emails with attachments

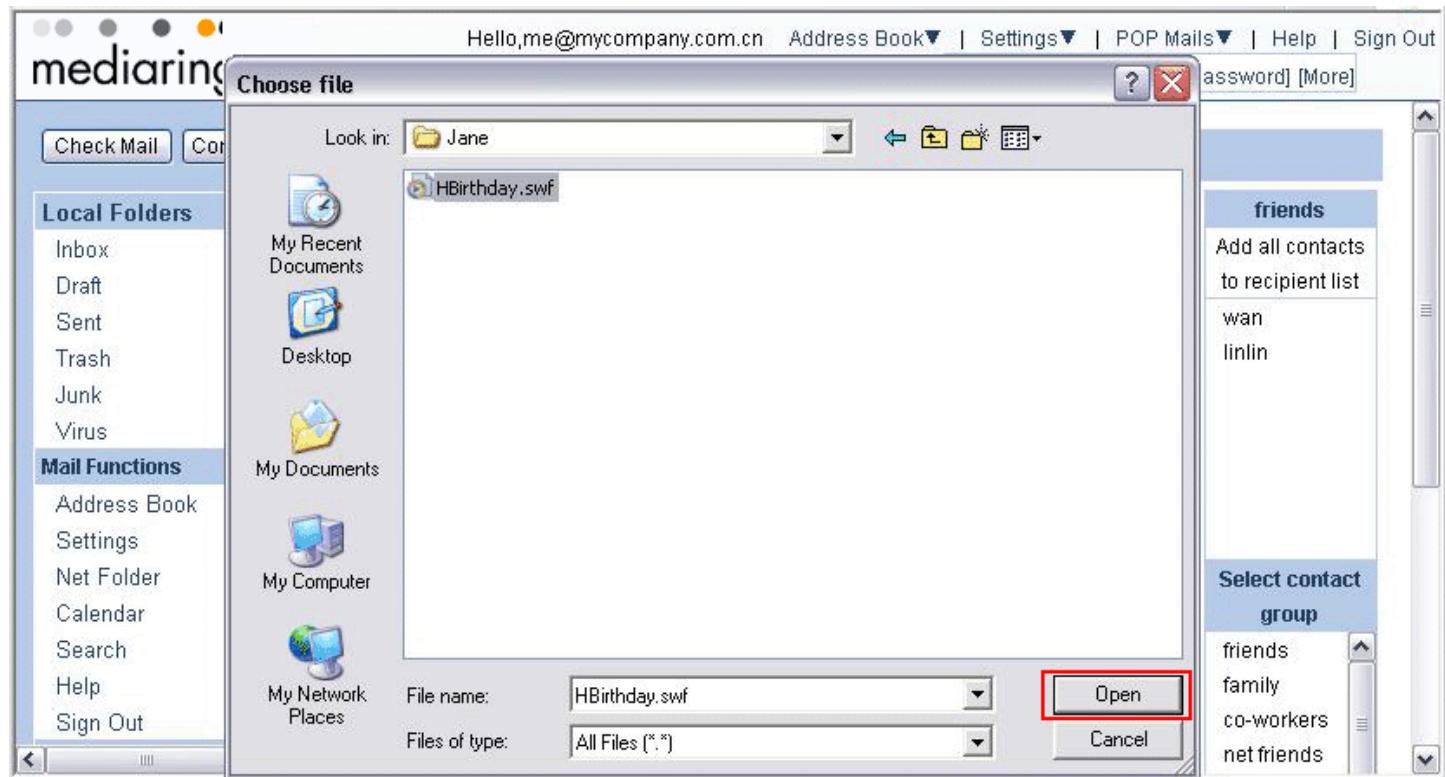
1) Click “Compose” on the left navigation to enter the “Compose” page. Click “Add Attachment”.



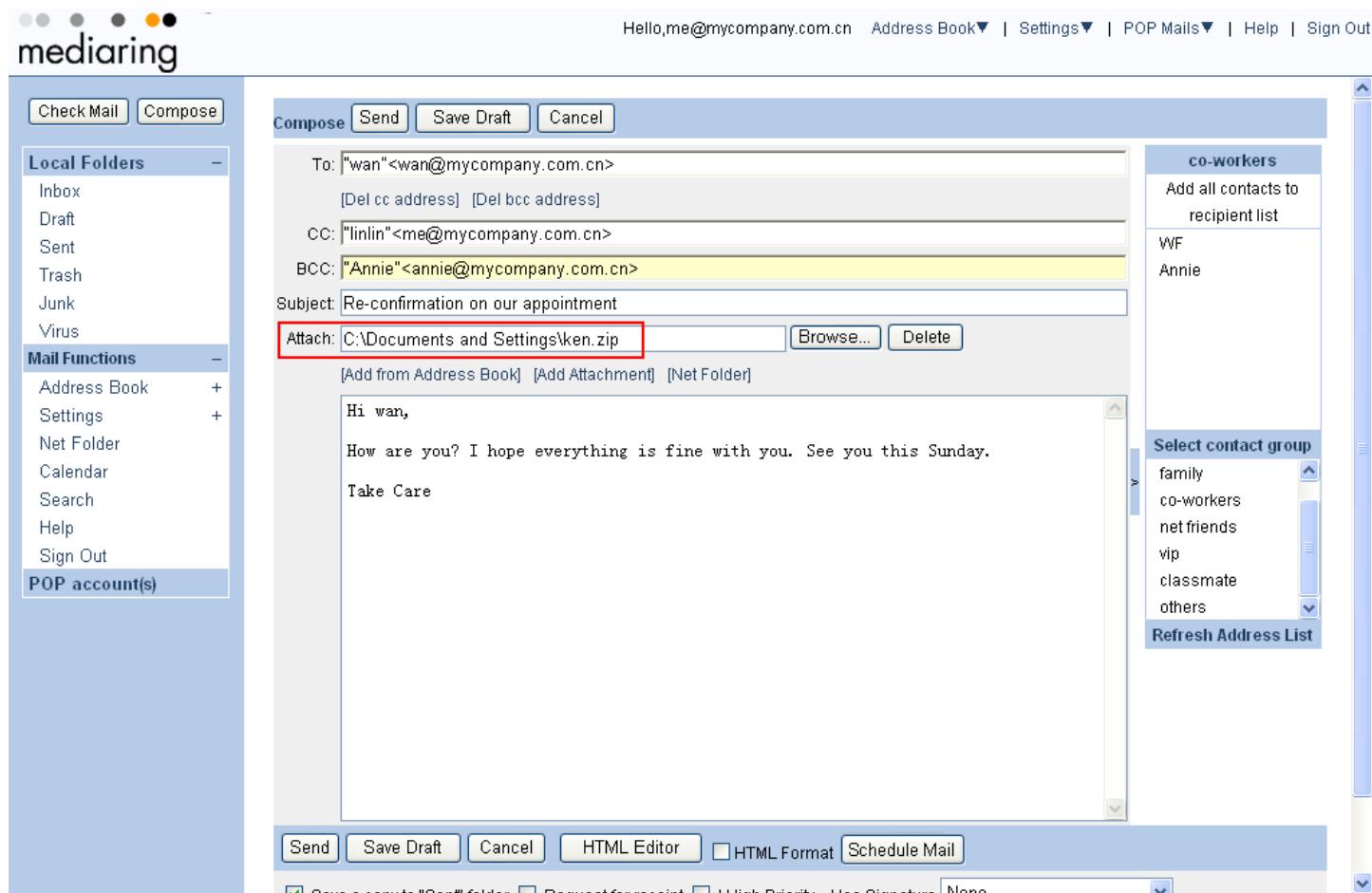
2) Click “Browse” to access to file to be attached.



3) Click “Open” to select file.



4) You can check from the following page to see if the file is attached.



5) If you want to delete the attachment, press “**Delete**”. You can check from the following page to see if the attachment is deleted.

Compose Send Save Draft Cancel

To: "wan" <wan@mycompany.com.cn>

CC: "linlin" <me@mycompany.com.cn>

Subject: Re-confirmation on our appointment

Hi wan,
How are you? I hope everything is fine with you. See you this Sunday.
Take Care

co-workers
Add all contacts to recipient list
WF
Annie

Select contact group
family
co-workers
net friends
vip
classmate
others

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

4.3 Save emails to “Draft” folder

1) Click “**Compose**” on the left navigation.

Compose Send Save Draft Cancel

To:

Subject:

friends
Add all contacts to recipient list
wan
linlin

Select contact group
friends
family
co-workers
net friends
vip
classmate

Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

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2) Write the email and press “Save Draft”.

The screenshot shows the mediaring email client interface. On the left, a sidebar includes 'Check Mail', 'Compose', 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out), and 'POP account(s)'. The main area is a 'Compose' window with the following details:

- To:** "wan" <wan@mycompany.com.cn> (highlighted with a red box)
- Subject:** Re-confirmation on our appointment
- Message Body:** "Hi wan,
How are you? I hope everything is fine with you. See you this Sunday.
Take Care"
- Buttons:** Send, Save Draft, Cancel, HTML Editor, HTML Format, Schedule Mail
- Checkboxes:** Save a copy to "Sent" folder, Request for receipt, !High Priority, Use Signature (None selected)

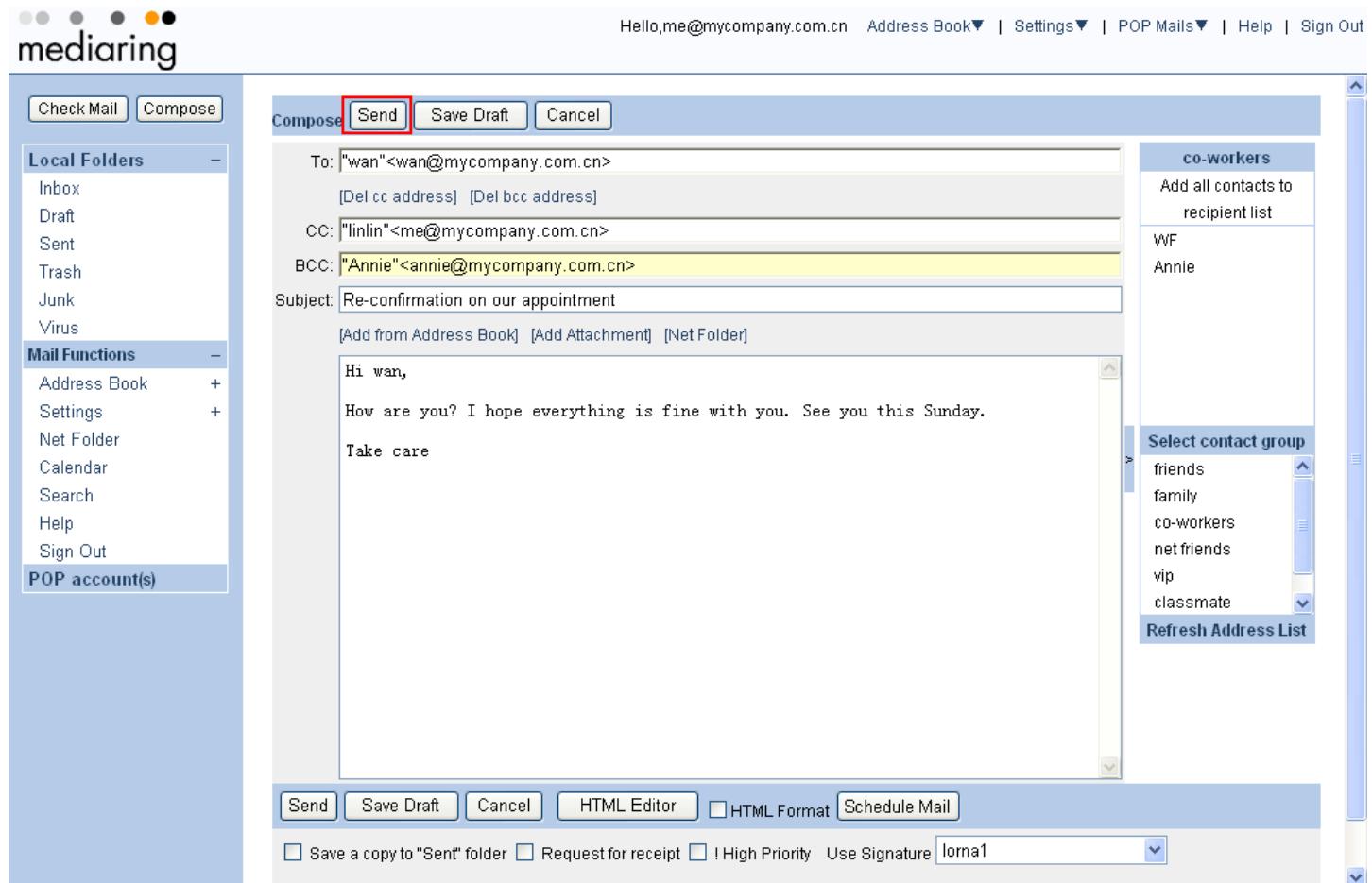
On the right, there are 'friends' (wan, linlin) and 'Select contact group' (family, co-workers, netfriends, vip, classmate, others) sections, along with a 'Refresh Address List' button. The footer says 'Copyright 1999-2005 Coremail System'.

3) You can check from the following page to see if the email is saved in the “Draft” folder.

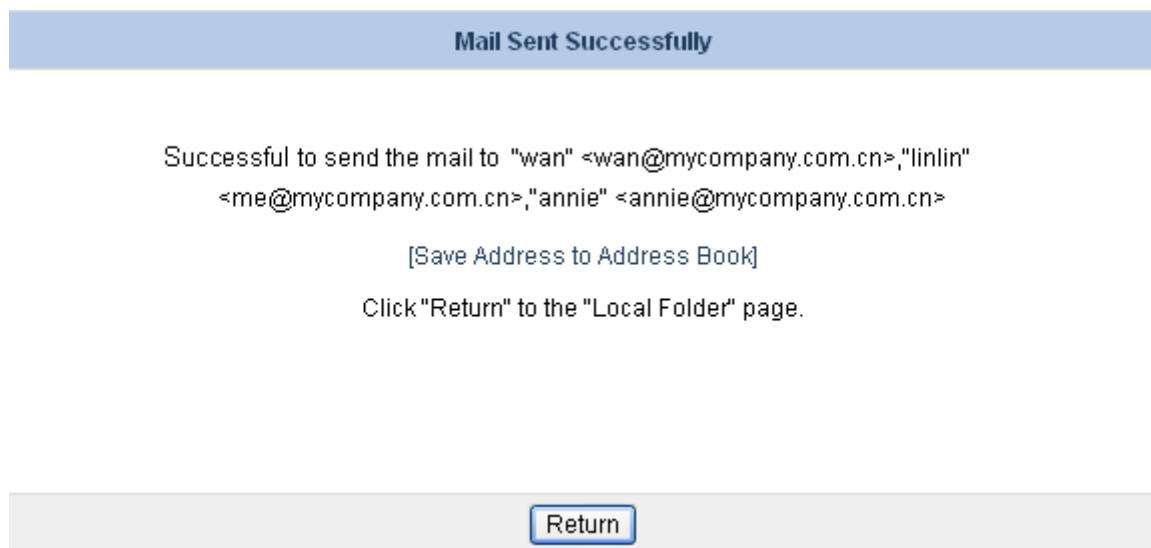
A modal dialog box titled 'Message' displays the text "Mail Saved to Draft successfully." in the center. At the bottom is an 'OK' button.

4.4 Send emails in text format

1) Click “Compose” on the left navigation and write you email. Input all the addresses required and press “Send” to send email.

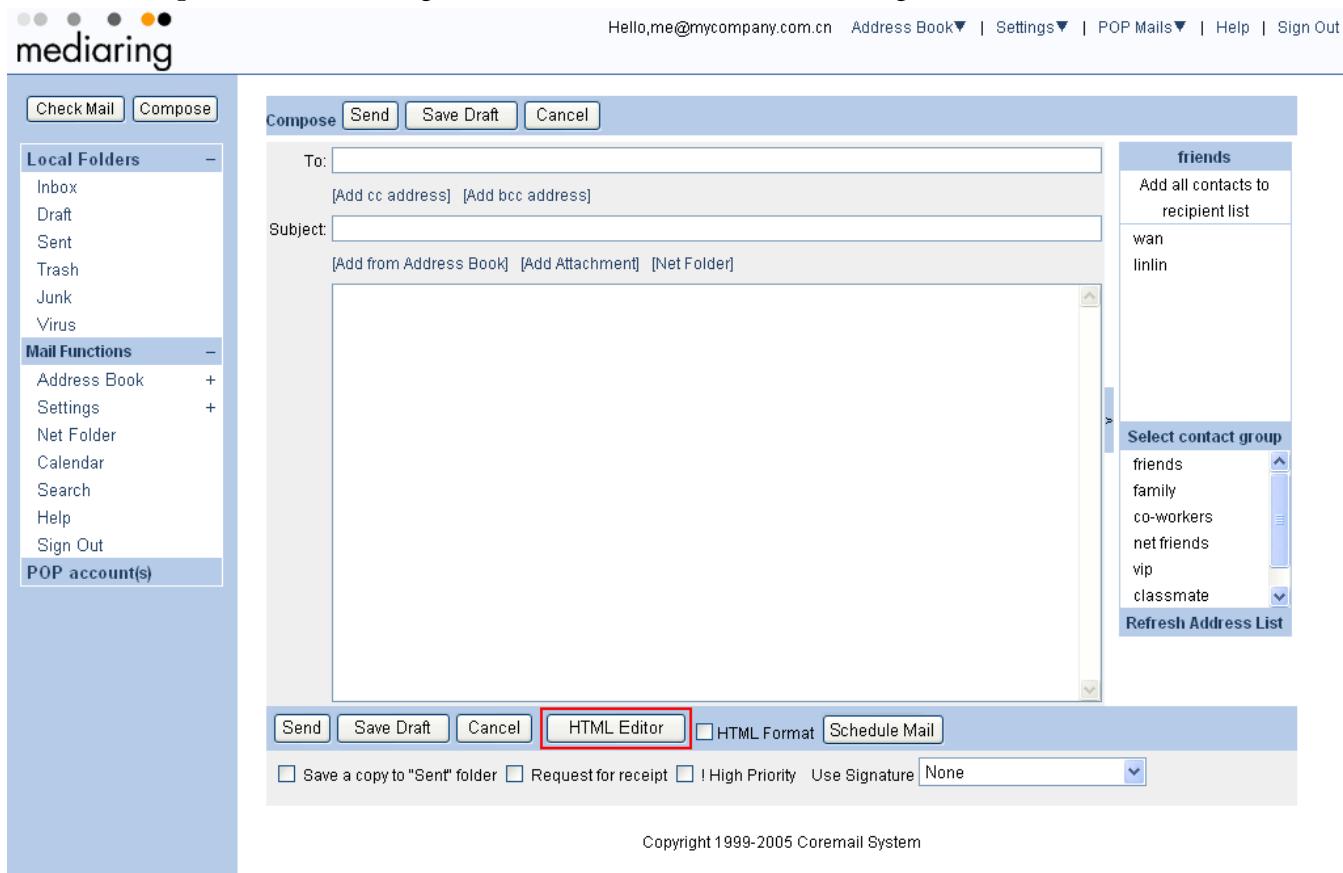


2) You can check from the following page to see if the email is sent successfully.

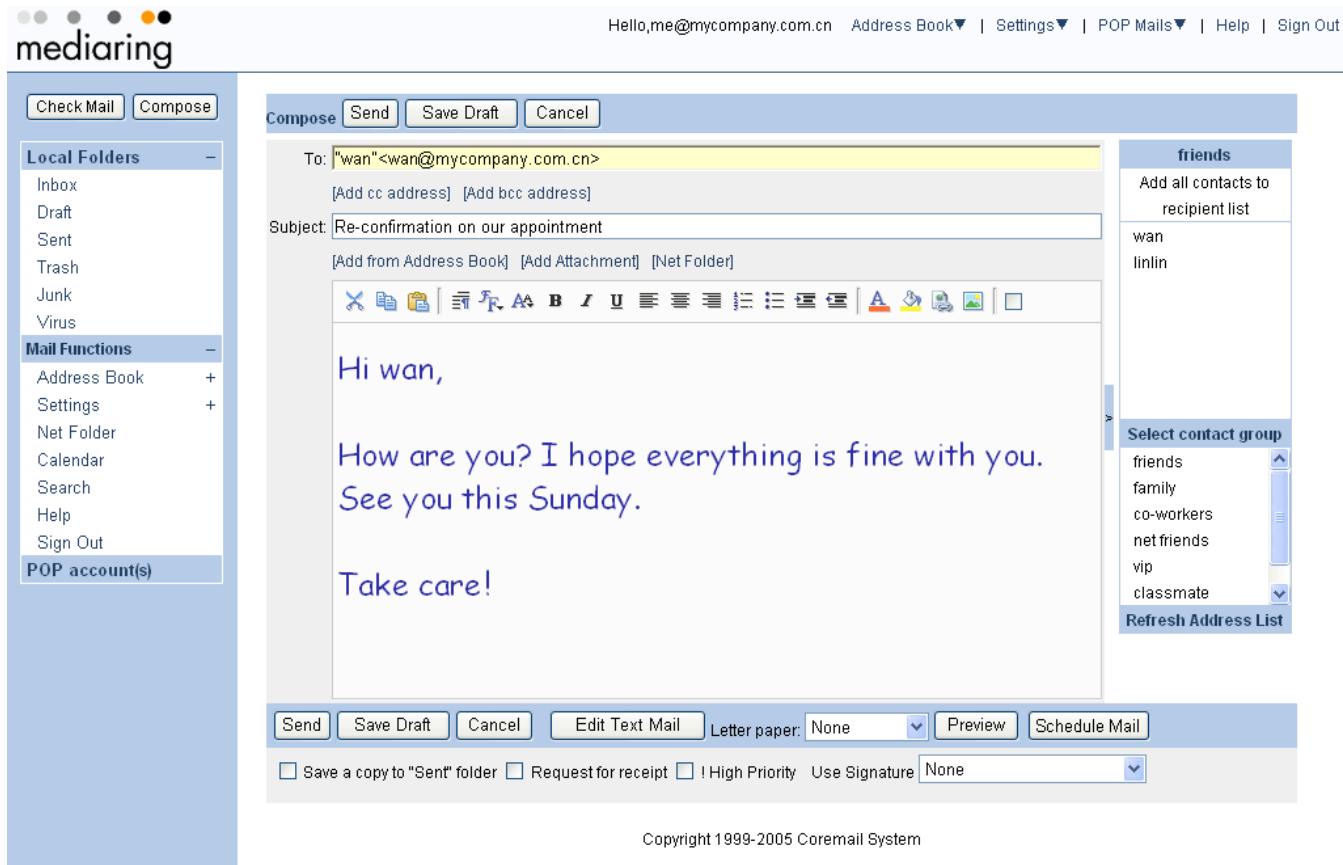


4.5 Send emails in HTML format

1) Click “Compose” on left the navigation, and click “HTML Editor” to change to HTML Format.



2) Compose you email with the available tools and press “Send” when finish.



3) You can check from the following page to see if the email is sent successfully.

Mail Sent Successfully

Successful to send the mail to "wan" <wan@mycompany.com.cn>

[\[Save Address to Address Book\]](#)

Click "Return" to the "Local Folder" page.

[Return](#)

4.6 Preview emails in HTML format

1) Go to "Compose" page, choose "HTML Editor" and write the email.

The screenshot shows the Coremail interface. On the left, a sidebar includes 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The 'POP account(s)' section is highlighted. The main area is the 'Compose' window with the following details:

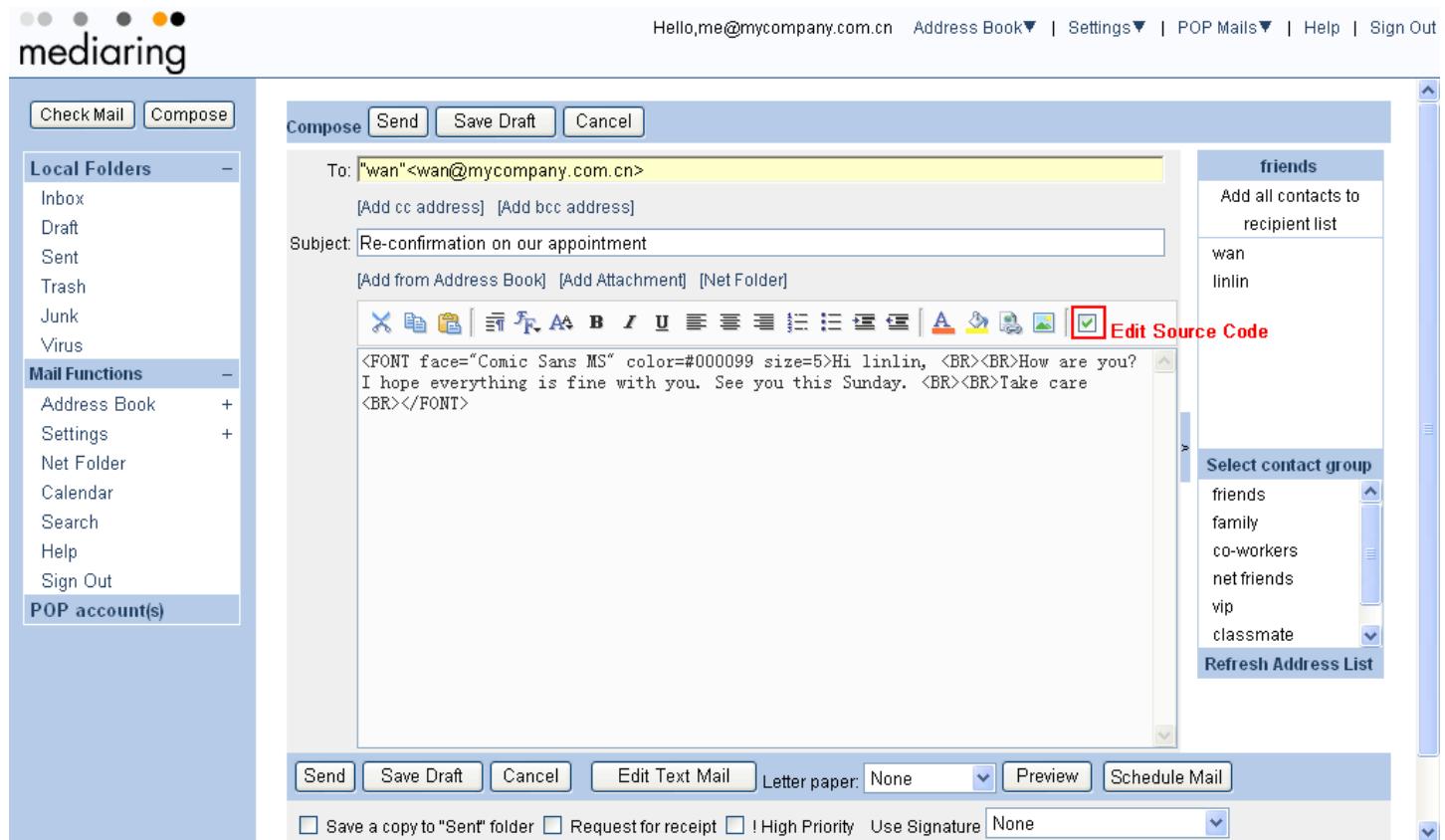
- Header:** To: "wan" <wan@mycompany.com.cn> (with 'Add cc address' and 'Add bcc address' links), Subject: "Re-confirmation on our appointment" (with 'Add from Address Book', 'Add Attachment', and 'Net Folder' links).
- Editor:** An HTML editor toolbar with various icons for text, images, and tables.
- Content:** The email body contains:

Hi wan,

How are you? I hope everything is fine with you.
See you this Sunday.

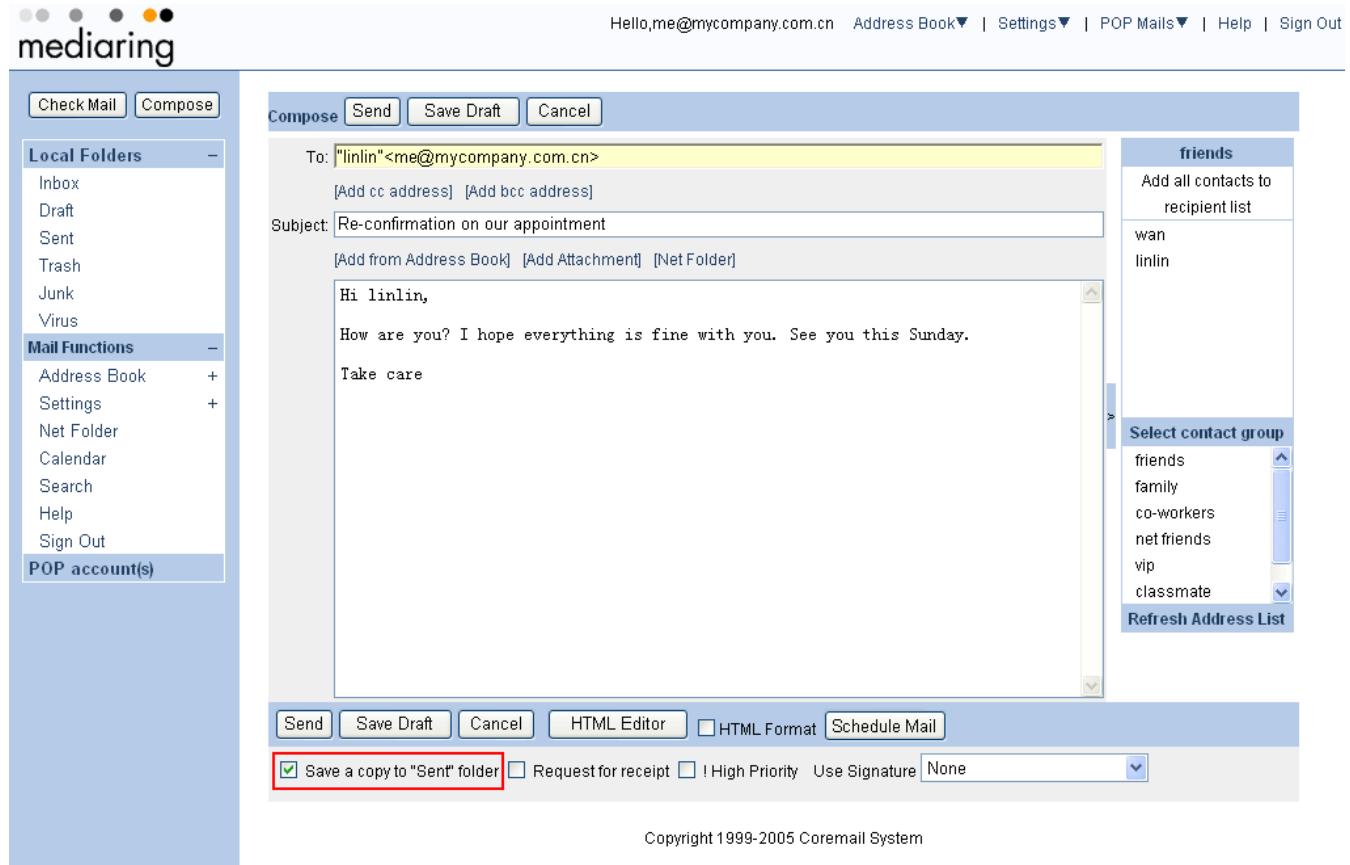
Take care!
- Footer:** A toolbar with 'Send', 'Save Draft', 'Cancel', 'Edit Text Mail', 'Letter paper: None', 'Preview', 'Schedule Mail', and checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', and 'Use Signature: None'.
- Right Sidebar:** A 'friends' section showing 'wan' and 'linlin', and a 'Select contact group' section listing 'friends', 'family', 'co-workers', 'netfriends', 'vip', and 'classmate'.

2) Choose “Edit Source Code” to preview original HTML source code.



4.7 Save “sent” emails to “Sent” folder

1) Open the “Compose” page and choose “Save a copy to ‘Sent’ Folder”, then press “Send” when finish.



2) You can check from the following page to see if the email is saved to “Sent” folder successfully.

Mail Sent Successfully

Successful to send mail to "linlin" <me@mycompany.com.cn>

Message saved to "Sent" folder.

[Save Address to Address Book]

Click "Return" to the "Local Folder" page.

[Return](#)

3) Click “Sent” under “Local Folders” on the left navigation and check to see if the email is saved in “Sent” folder.

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

[Check Mail](#) [Compose](#)

Local Folders –

- [Inbox](#)
- [Draft](#)
- [Sent](#)
- [Trash](#)
- [Junk](#)
- [Virus](#)

Mail Functions –

- [Address Book](#) +
- [Settings](#) +
- [Net Folder](#)
- [Calendar](#)
- [Search](#)
- [Help](#)
- [Sign Out](#)

POP account(s)

Sent

Total no. of Unread mails in your Inbox:0 [First | Prev | Next | Last | page 1 ▾]

[Delete](#) [Delete Permanently](#) [Reject](#) [==Move To==](#) [==Mark as==](#) [Empty](#) [Back](#)

	Recipients	Subject	Date & Time	Size
<input type="checkbox"/>	"linlin" <me@mycompany.co	Re-confirmation on our appointment	2006.07.25 16:37	0.66K
<input type="checkbox"/>	"wan" <wan@mycompany.com.	speaking engagement	2006.07.25 15:39	0.74K
<input type="checkbox"/>	"wan" <wan@mycompany.com.	Fw: public holidays	2006.07.25 12:06	1.69K
<input type="checkbox"/>	"linan" <linan@dev2.corpe	Re: Thank you!	2006.07.25 11:35	1.14K
<input type="checkbox"/>	me@mycompany.com.cn	hello	2006.07.10 23:13	0.60K
<input type="checkbox"/>	james@mycompany.com.cn	i've come back	2006.07.10 21:45	0.61K
<input type="checkbox"/>	jane@mycompany.comcn	Merry Chrismas	2006.07.10 21:18	0.63K
<input type="checkbox"/>	wan@mycompany.com.cn,make	Gathering	2006.07.06 16:18	0.69K

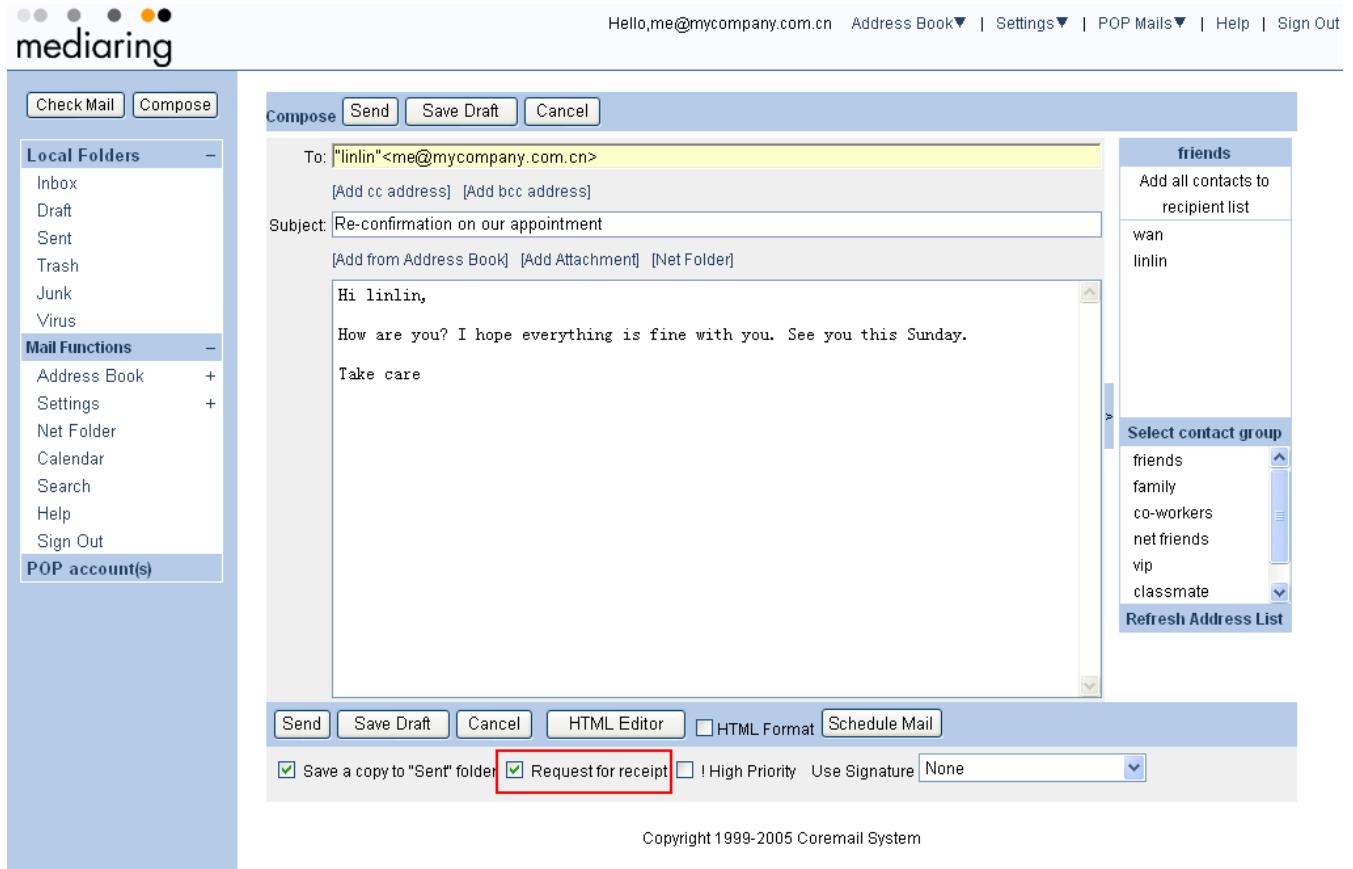
[Select/Unselect All](#) [First | Prev | Next | Last | page 1 ▾]

[Delete](#) [Delete Permanently](#) [Reject](#) [==Move To==](#) [==Mark as==](#) [==Forward==](#) [Back](#)

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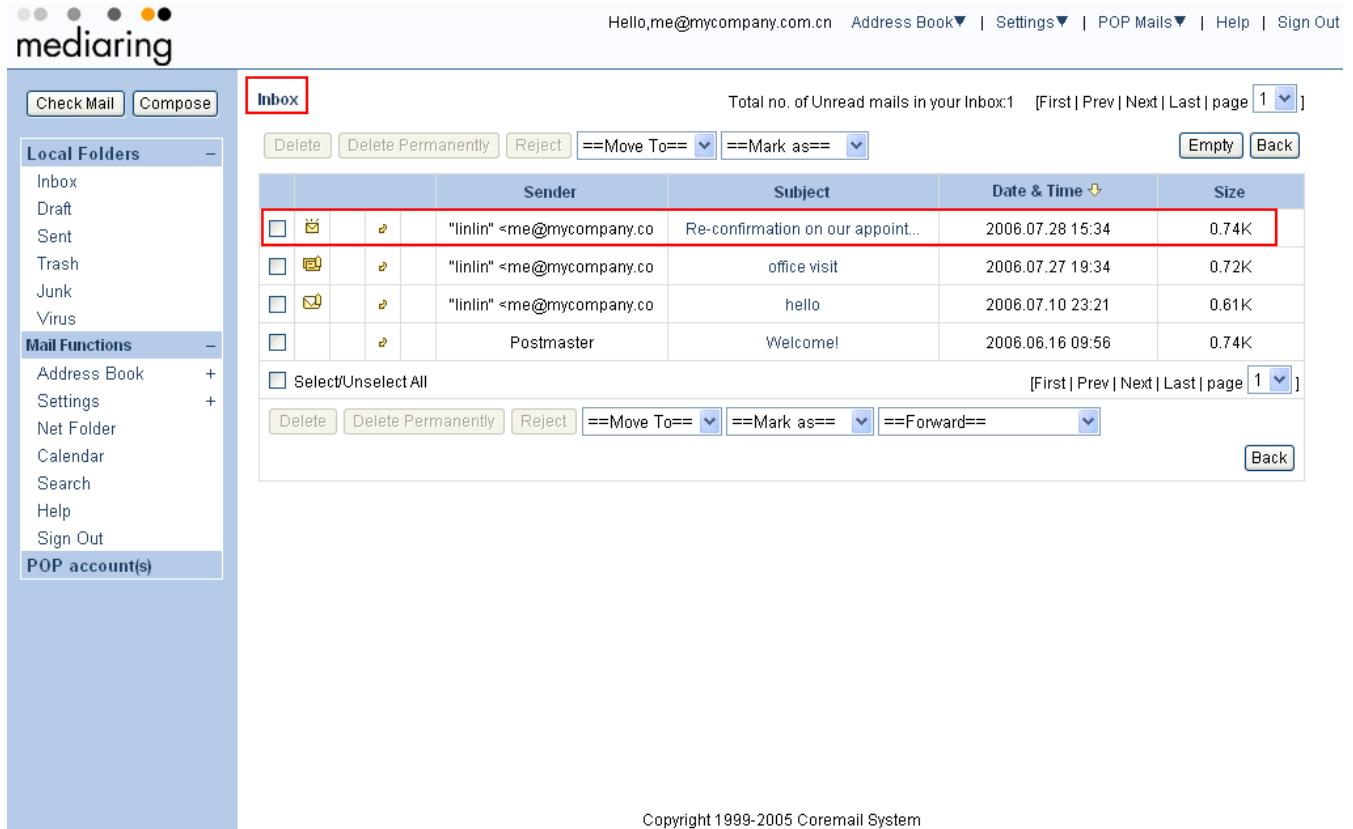
4.8 Request for receipt

1) Open the “Compose” page, write your email and choose “Request for receipt”, and press “Send” when finish.



The screenshot shows the Coremail 'Compose' interface. The 'To' field contains 'linlin' <me@mycompany.com.cn>. The 'Subject' field is 'Re-confirmation on our appointment'. The message body says 'Hi linlin, How are you? I hope everything is fine with you. See you this Sunday. Take care'. On the right, a 'friends' contact list shows 'wan' and 'linlin'. A 'Select contact group' sidebar lists 'friends', 'family', 'co-workers', 'netfriends', 'vip', and 'classmate'. At the bottom, the 'Request for receipt' checkbox is checked and highlighted with a red box. Other options like 'Save a copy to "Sent" folder', 'High Priority', and 'Use Signature' are also visible.

2) Click “Inbox” to enter the “Inbox” page, and check from the following page to see if you have received the request receipt.



The screenshot shows the Coremail 'Inbox' page. The table lists received emails with columns for Sender, Subject, Date & Time, and Size. The first email from 'linlin' <me@mycompany.co> with the subject 'Re-confirmation on our appoint...' is selected and highlighted with a red box. The inbox interface includes buttons for Delete, Delete Permanently, Reject, Move To, Mark as, and Forward. A 'Select/Unselect All' checkbox is also present.

3) Confirm the “Request for receipt” details as shown. If you want to set this as a default, check “Set as Default” and send.

Original Mail Content	
From:	"linlin" <me@mycompany.com.cn>
To:	"linlin" <me@mycompany.com.cn>
CC:	Nothing
Subject:	Re-confirmation on our appointment
Date:	2006-07-28 15:34:27
Priority: Normal Priority	
<input checked="" type="checkbox"/> Set as default <input type="button" value="Send"/> <input type="button" value="Don't send"/>	

4.9 Send emails with your “Signature”

1) Go to the “Compose” page and write your email.

Compose

To: "linlin" <me@mycompany.com.cn>
[Add cc address] [Add bcc address]

Subject: Re-confirmation on our appointment
[Add from Address Book] [Add Attachment] [Net Folder]

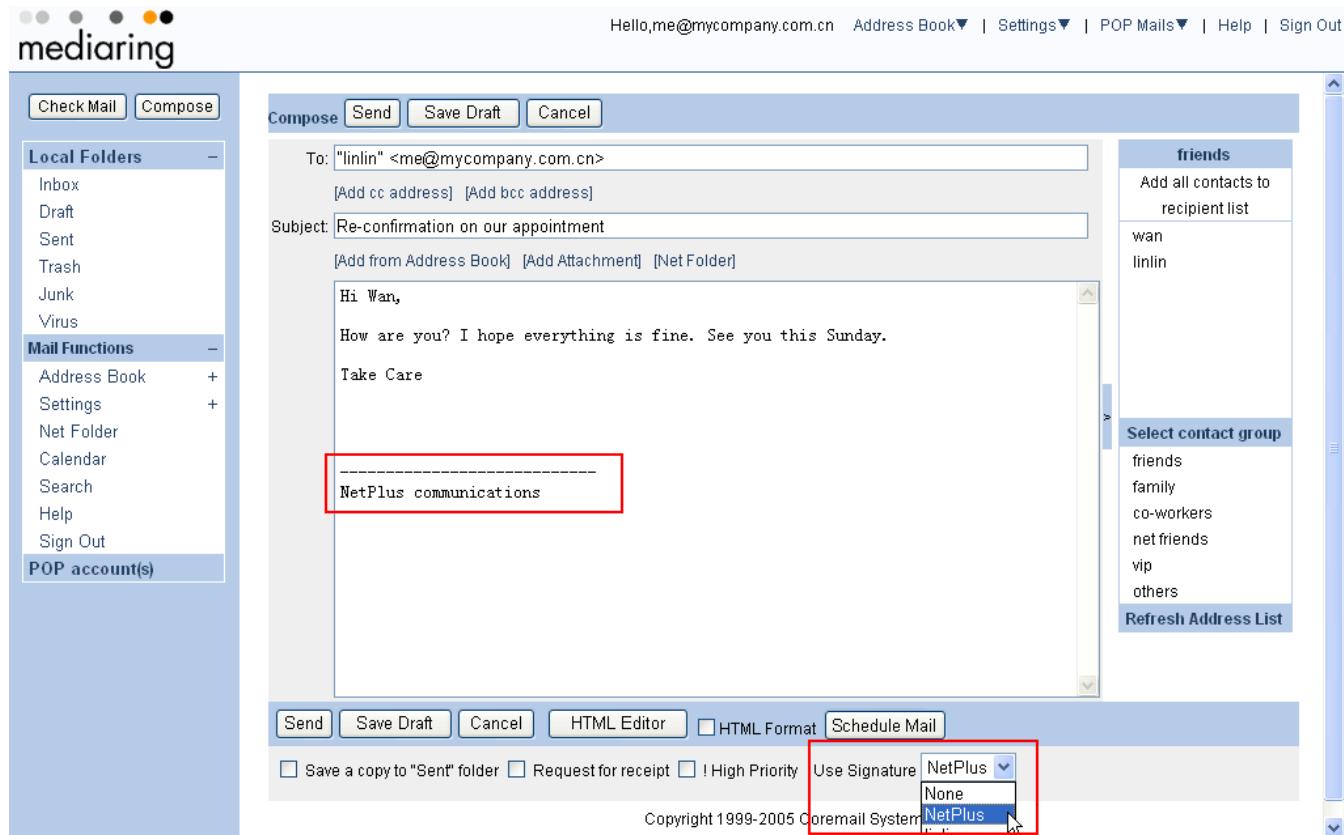
Hi Wan,
How are you? I hope everything is fine. See you this Sunday.
Take Care

friends
Add all contacts to recipient list
wan
linlin

Select contact group
friends
family
co-workers
net friends
vip
others

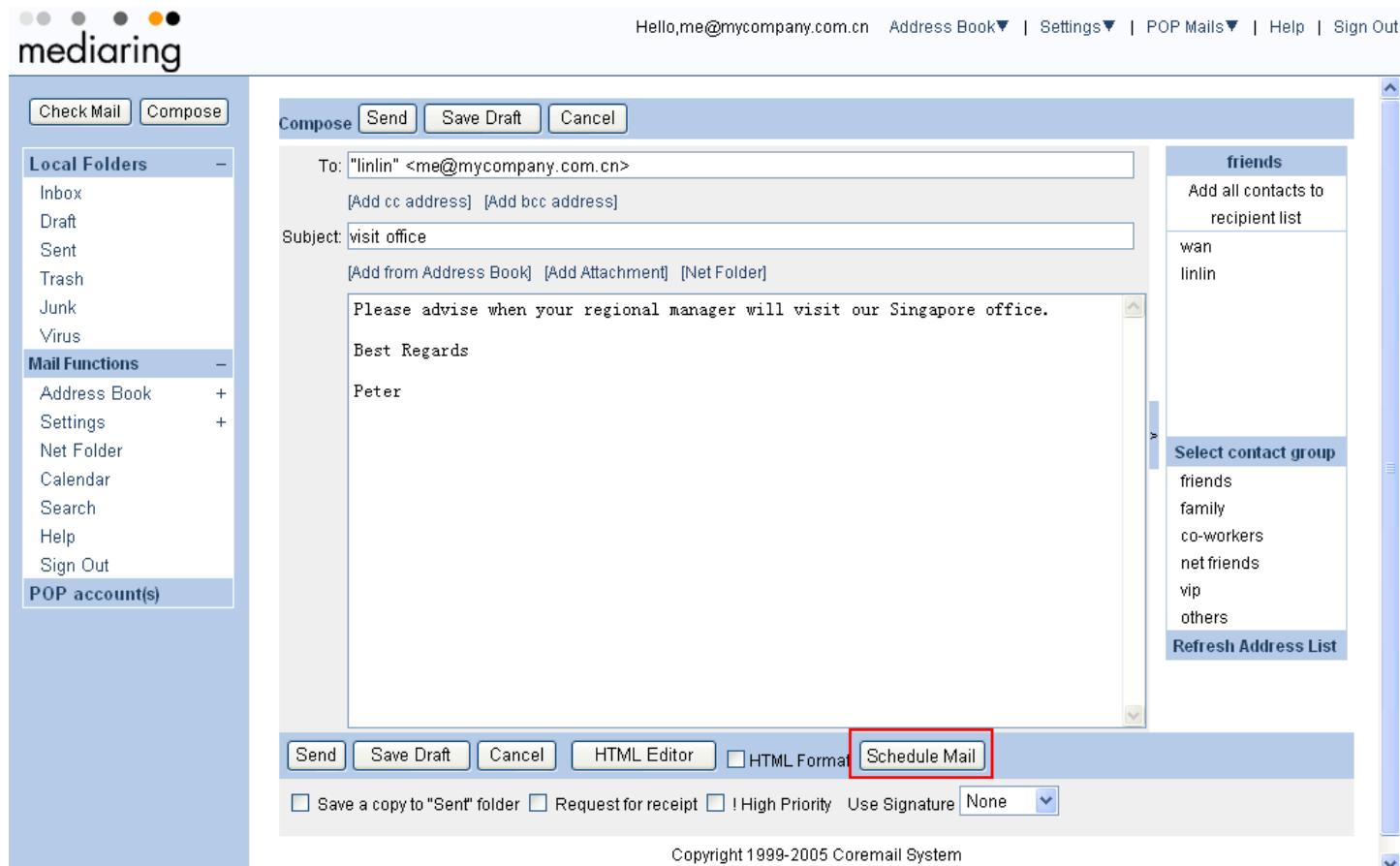
Copyright 1999-2005 Coremail System

2) Choose the desired signature before sending your email. You can refer to section “6.3.2 Signature” to create your signature.

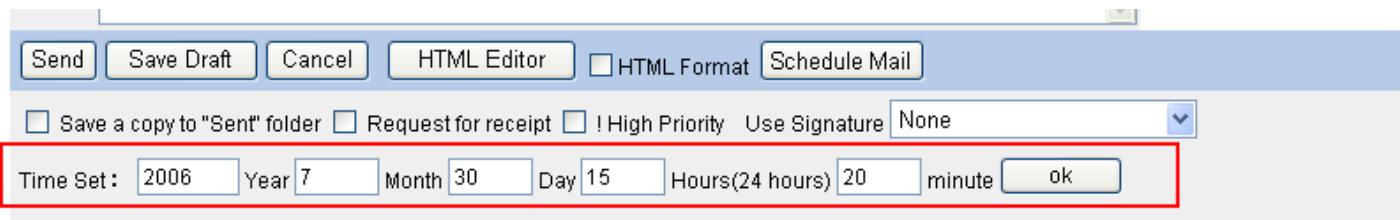


4.10 Schedule mail

1) Click “Compose” on the left navigation to enter the “Compose” page. Compose your email and press “Schedule Mail”

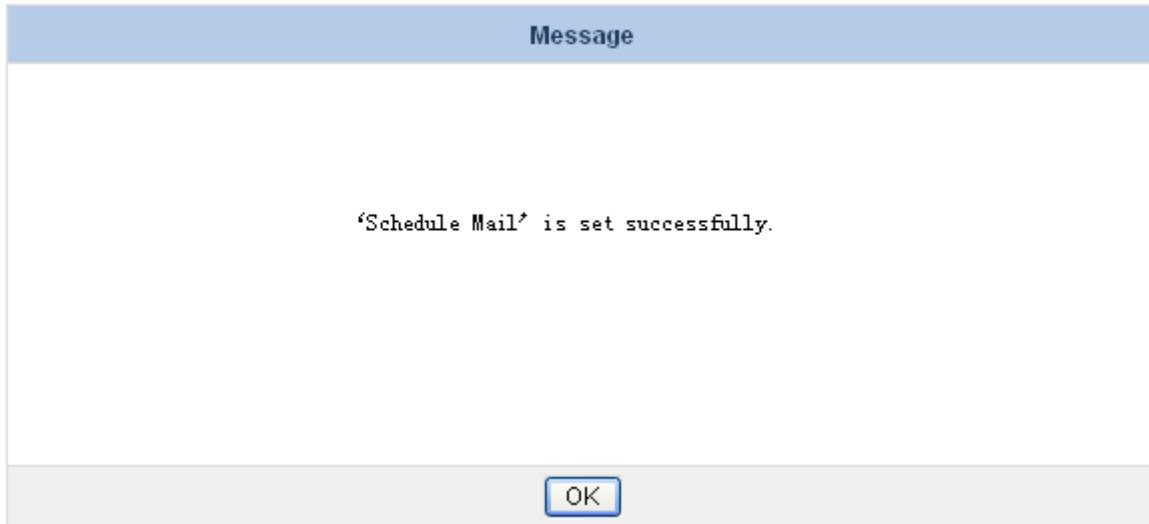


2) Input the relative information in the corresponding boxes, then press “OK” to confirm.



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3) You can check from the following page to see if the schedule is set successfully.



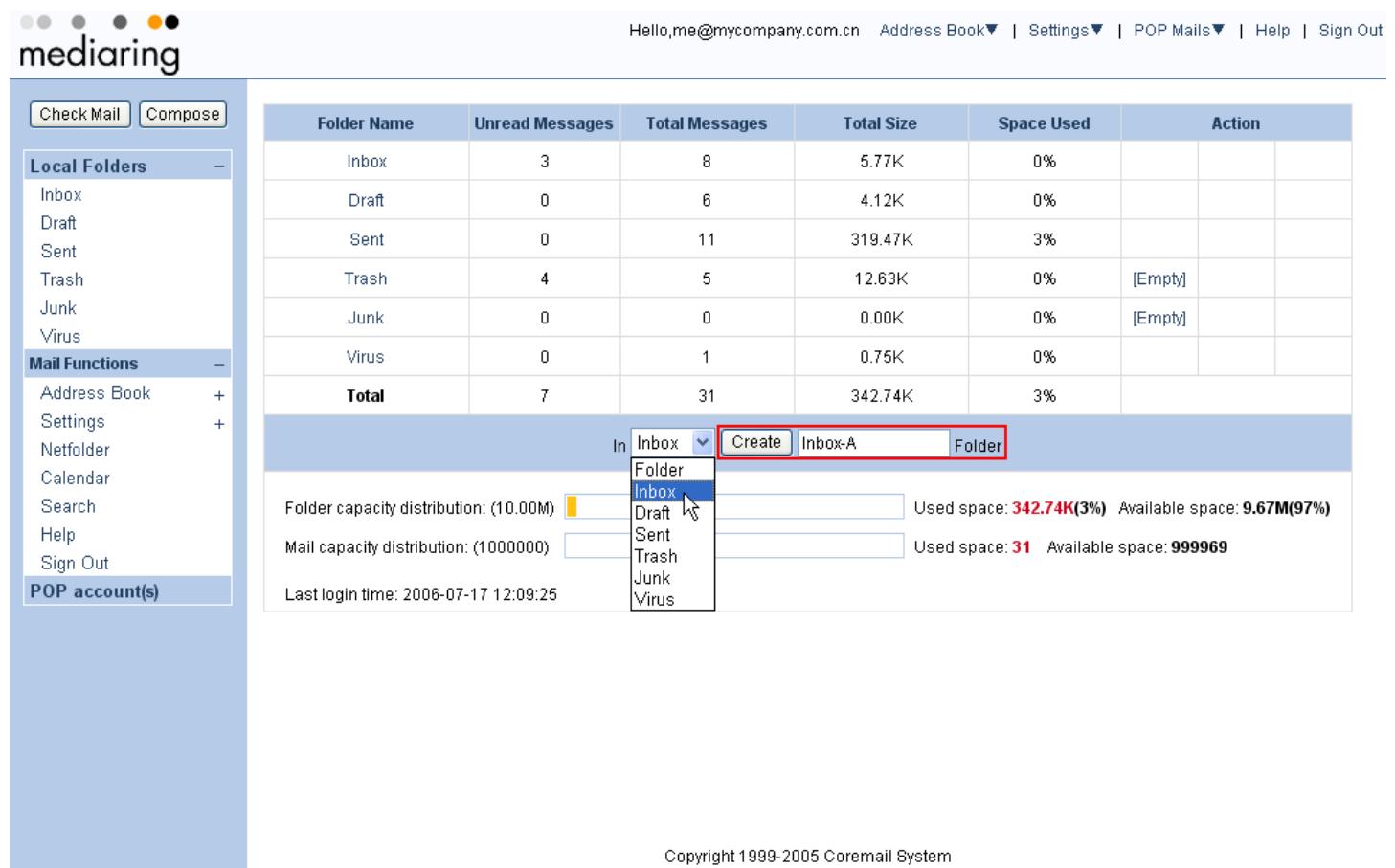
5. Manage Your Emails

In this section you can create sub-folders under Root folders “R-folder” (Inbox / Draft / Sent / Trash / Junk / Virus), or create your own Folders.

5.1 Create New Folder

5.1.1 Create a “sub folder” under a “root folder”.

1) Select the desired root folder from the pull down menu, for example, “Inbox”, and input the name of the “sub folder” in the box next to “Create”, for example, “Inbox-A”, then press “Create”.



The screenshot shows a web-based email interface with the following details:

- Header:** Hello,me@mycompany.com.cn | Address Book | Settings | POP Mails | Help | Sign Out
- Left Sidebar:** Check Mail, Compose, Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus), Mail Functions (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), POP account(s).
- Main Content:** A table showing message statistics for various folders: Inbox (3 unread, 8 total, 5.77K), Draft (0 unread, 6 total, 4.12K), Sent (0 unread, 11 total, 319.47K), Trash (4 unread, 5 total, 12.63K), Junk (0 unread, 0 total, 0.00K), and Virus (0 unread, 1 total, 0.75K). A **Total** row shows 7 unread, 31 total, and 342.74K total size.
- Action Bar:** Buttons for In (dropdown), Create, and Folder. The **Create** button is highlighted with a red box.
- Folder Selection:** A dropdown menu is open, showing options: Folder, Inbox (selected), Draft, Sent, Trash, Junk, and Virus.
- Statistics:** Folder capacity distribution: (10.00M) Used space: 342.74K (3%) Available space: 9.67M (97%). Mail capacity distribution: (1000000) Used space: 31 Available space: 999969.
- Footer:** Copyright 1999-2005 Coremail System

2) You can check from the following page to see if the sub folder is created successfully.

Coremail System Interface Screenshot

Folder Name: Inbox-A

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	7	31	342.74K	3%	

Folder capacity distribution: (10.00M) Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000) Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

5.1.2 Create Your Own Folder

1) Select the “Folder” from the pull down menu, and input the name of the folder you wish to create, in the box next to “Create”, for example, “My folder”, then press “Create”.

Coremail System Interface Screenshot

Folder Name: My folder

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-A	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
Total	7	31	342.74K	3%	

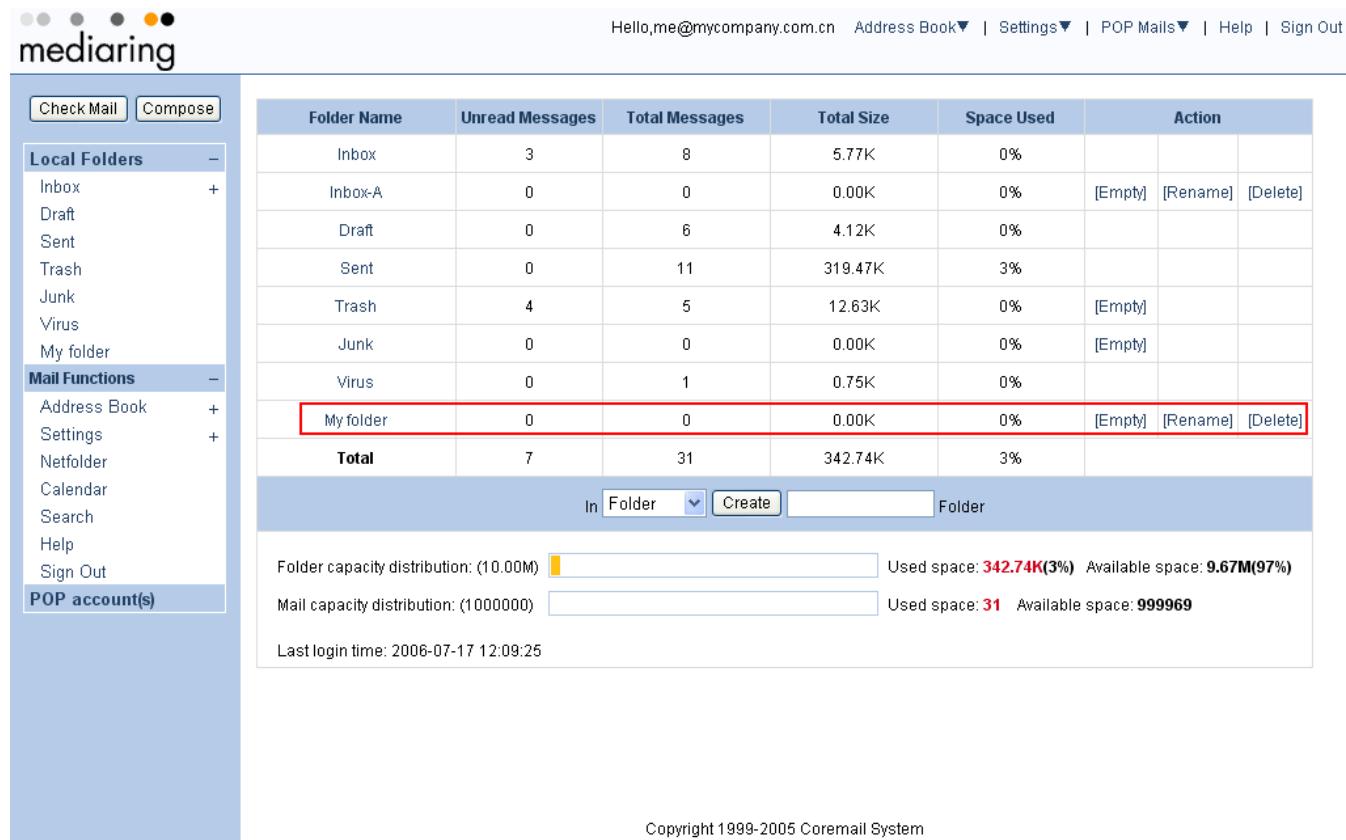
In: **Folder** **Create** **My folder** **Folder**

Folder capacity distribution: (10.00M) Used space: 342.74K(3%) Available space: 9.67M(97%)

Mail capacity distribution: (1000000) Used space: 31 Available space: 999969

Last login time: 2006-07-17 12:09:25

2) You can check from the following page to see the folder you created is added successfully.

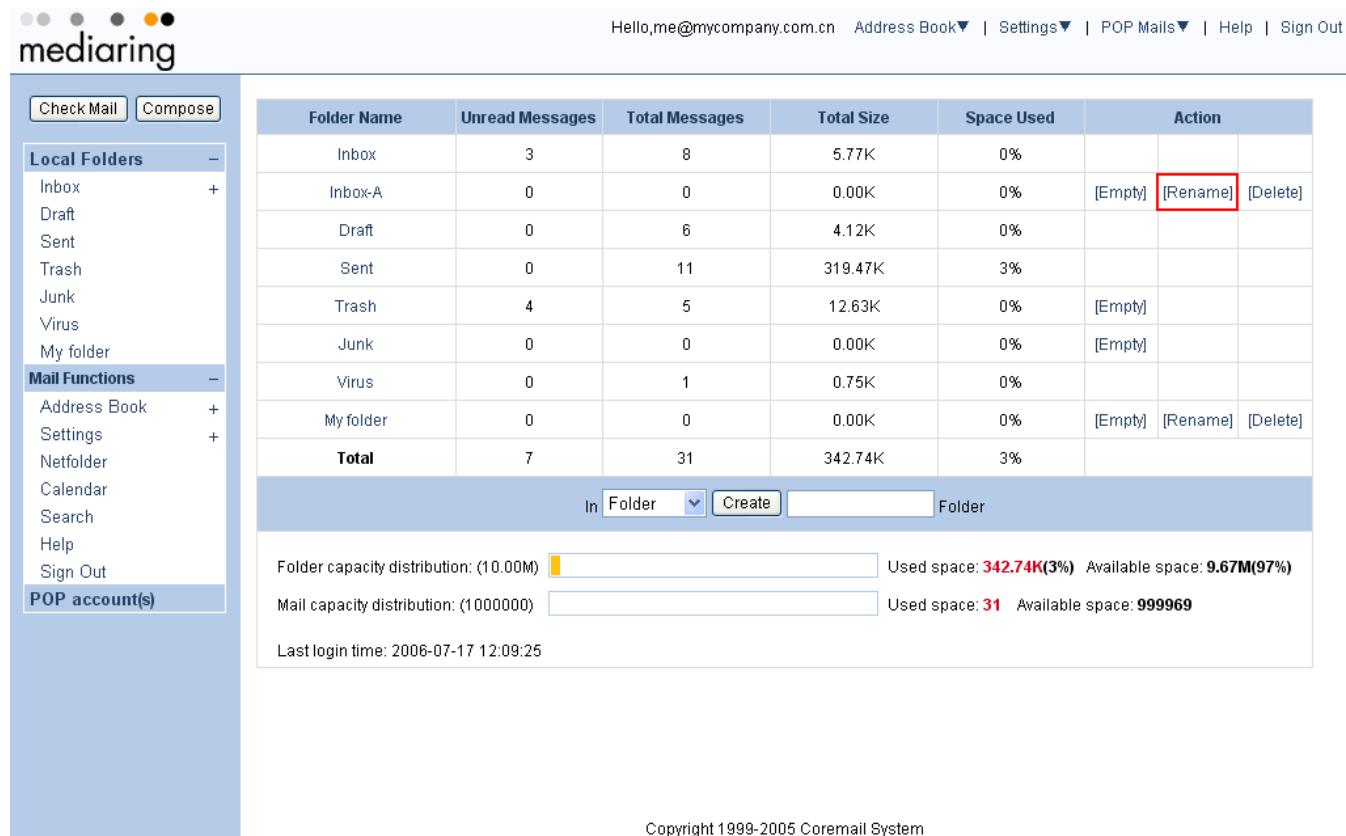


The screenshot shows the mediaring email interface. On the left, there's a sidebar with 'Check Mail' and 'Compose' buttons. Under 'Local Folders', 'Inbox', 'Draft', 'Sent', 'Trash', 'Junk', 'Virus', and 'My folder' are listed. 'My folder' is expanded, showing its sub-folders: 'Inbox-A', 'Draft', 'Sent', 'Trash', 'Junk', and 'Virus'. The 'My folder' row has a red box around the 'Action' column. The 'Mail Functions' and 'POP account(s)' sections are also visible. At the bottom, there are statistics: 'Folder capacity distribution: (10.00M)' with a progress bar, 'Used space: 342.74K(3%)' and 'Available space: 9.67M(97%)'. Below that are 'Mail capacity distribution: (1000000)' and 'Used space: 31' with 'Available space: 999969'. The copyright notice 'Copyright 1999-2005 Coremail System' is at the very bottom.

5.2 Rename Folders

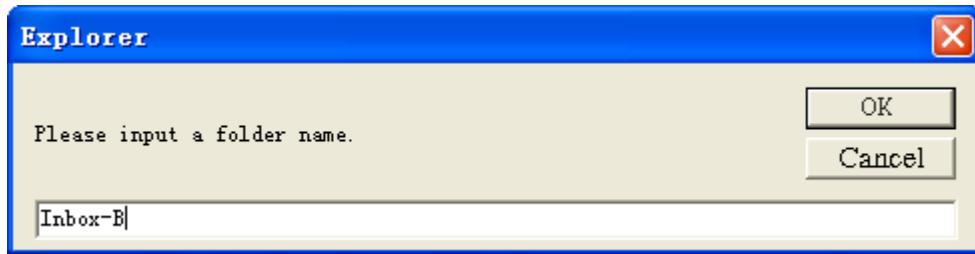
You can only rename folders or sub folders which are created by you. Root folders cannot be renamed.

1) Click “Rename” under “Action” to rename the respective “folder” or “sub folder”.



This screenshot is identical to the one above, showing the mediaring email interface. The 'My folder' item is highlighted with a red box in the 'Action' column of its row in the 'Local Folders' table. The rest of the interface, including the sidebar, folder list, and bottom statistics, is the same.

2) Input new name for the sub folder or folder in the box below, for example “**Inbox-B**”, then press “**OK**” to confirm.



3) The following page shows that the sub folder or folder is renamed.

mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out
[POP Settings] [POP Mails]

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	[Empty] [Rename] [Delete]
Inbox-B	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
My folder	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Total	7	31	342.74K	3%	

In Folder

Folder capacity distribution: (10.00M) Used space: **342.74K(3%)** Available space: **9.67M(97%)**

Mail capacity distribution: (1000000) Used space: **31** Available space: **999969**

Last login time: 2006-07-17 12:09:25

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5.3 Delete a Folder / Sub Folder

You can only delete folders or sub folders created by you. Root folders cannot be deleted.

- 1) Click “Delete” under “Action” to remove the respective folder / sub-folder, for example, “**Inbox-B**”.

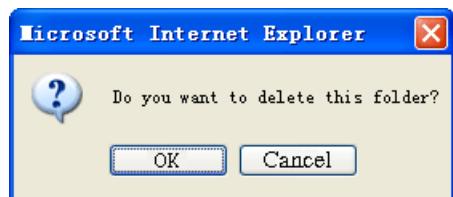


The screenshot shows the mediaring email interface. On the left, there's a sidebar with 'Check Mail' and 'Compose' buttons, and sections for 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus, My folder) and 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out). Below these are 'POP account(s)'. The main area is a table showing folder details:

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	3	8	5.77K	0%	
Inbox-B	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Draft	0	6	4.12K	0%	
Sent	0	11	319.47K	3%	
Trash	4	5	12.63K	0%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Virus	0	1	0.75K	0%	
My folder	0	0	0.00K	0%	[Empty] [Rename] [Delete]
Total	7	31	342.74K	3%	

Below the table are buttons for 'In' (dropdown), 'Folder', 'Create', and 'Folder'. Status information at the bottom includes 'Folder capacity distribution: (10.00M)' with a progress bar, 'Used space: 342.74K(3%) Available space: 9.67M(97%)', 'Mail capacity distribution: (1000000)', 'Used space: 31 Available space: 999969', and 'Last login time: 2006-07-17 12:09:25'. The copyright notice 'Copyright 1999-2005 Coremail System' is at the bottom right.

- 2) Press “OK” to confirm.



3) You can check from the following page to see if the folder or sub folder is deleted successfully.

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out
[POP Settings] [POP Mails]

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus
- My folder

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action		
Inbox	3	8	5.77K	0%			
Draft	0	6	4.12K	0%			
Sent	0	11	319.47K	3%			
Trash	4	5	12.63K	0%	[Empty]		
Junk	0	0	0.00K	0%	[Empty]		
Virus	0	1	0.75K	0%			
My folder	0	0	0.00K	0%	[Empty]	[Rename]	[Delete]
Total	7	31	342.74K	3%			

In Folder

Folder capacity distribution: (10.00M)  Used space: **342.74K(3%)** Available space: **9.67M(97%)**

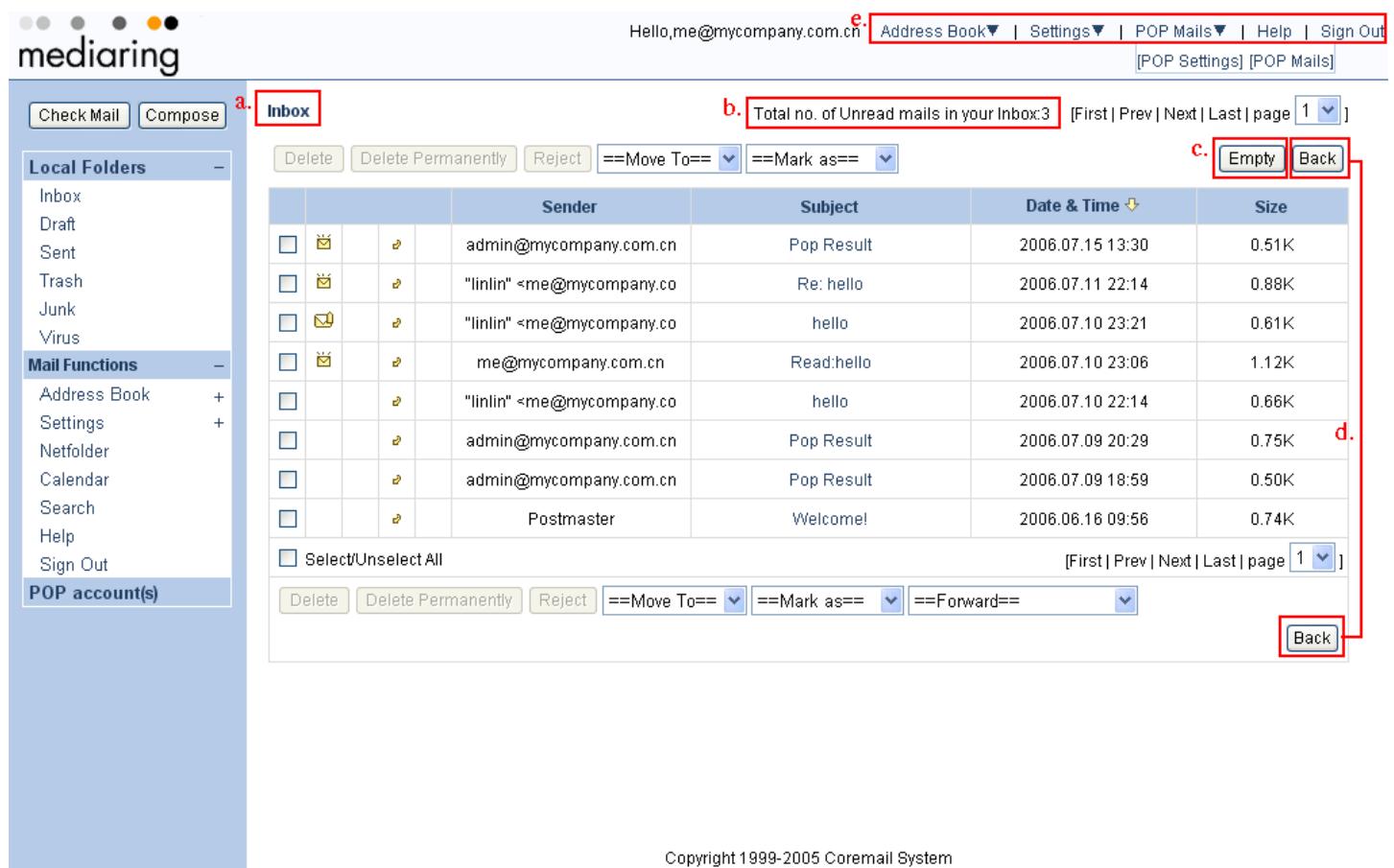
Mail capacity distribution: (1000000) Used space: **31** Available space: **999969**

Last login time: 2006-07-17 12:09:25

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5.4 Folder Page

5.4.1 Folder Management



mediar ing

Hello,me@mycompany.com.cn e. Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out
[POP Settings] [POP Mails]

a. **Inbox**

b. Total no. of Unread mails in your Inbox:3 [First | Prev | Next | Last | page 1 ▾]

c. **Empty** **Back**

		Sender	Subject	Date & Time	Size
<input type="checkbox"/>		admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>		"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>		"linlin" <me@mycompany.co	hello	2006.07.10 23:21	0.61K
<input type="checkbox"/>		me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K
<input type="checkbox"/>		"linlin" <me@mycompany.co	hello	2006.07.10 22:14	0.66K
<input type="checkbox"/>		admin@mycompany.com.cn	Pop Result	2006.07.09 20:29	0.75K
<input type="checkbox"/>		admin@mycompany.com.cn	Pop Result	2006.07.09 18:59	0.50K
<input type="checkbox"/>		Postmaster	Welcome!	2006.06.16 09:56	0.74K

d. **Select/Unselect All** [First | Prev | Next | Last | page 1 ▾]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward==

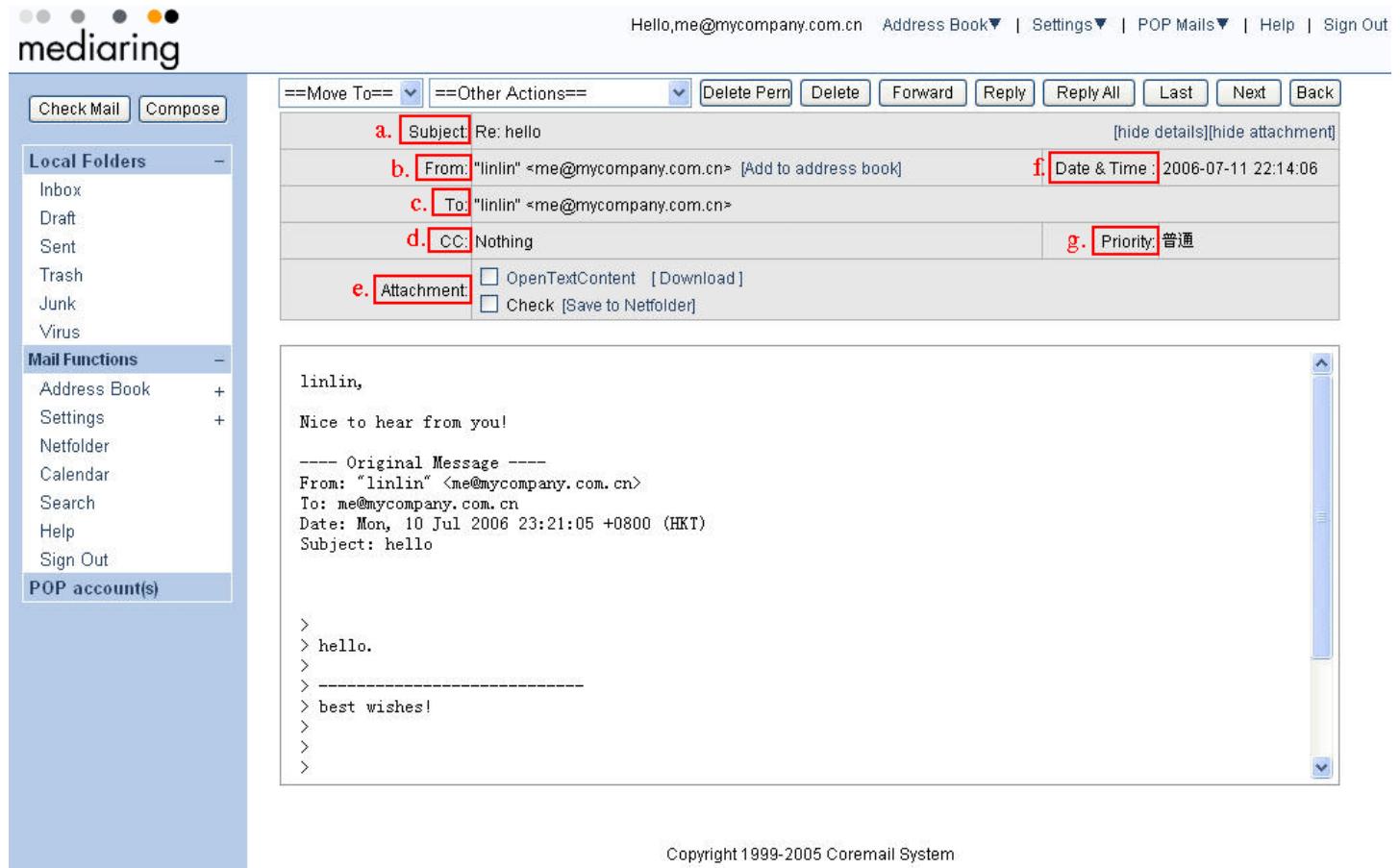
Back

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- a) The type of “**Folder**” is shown on the top left of the page, next to the left navigation.
- b) “**Total no. of unread mails**”, is right of the “**folder name**”.
- c) “**Empty**” button is located on the top right of the page, you can click “Empty” to empty selected emails or all emails in this folder.
- d) “**Back**” buttons are located on the top and bottom right of the page.
- e) The “**Shortcut**” menu including “**Address Book**”; “**Setting**”; “**POP mails**”; “**Help**” and “**Sign Out**” is located on the top right of the page.

5.4.2 Email Content Page

If you click the “**subject**” of this email, no matter which folder the email is located, such as “Inbox”, “Draft”, “Sent”, “Trash”, “Junk”, “Virus” or any folders or sub-folders created by you, you can find the email content and other related information.



The screenshot shows the mediaring email client interface. The top navigation bar includes 'Hello,me@mycompany.com.cn' and links for Address Book, Settings, POP Mails, Help, and Sign Out. The main toolbar has buttons for Move To, Other Actions, Delete, Delete Permanently, Forward, Reply, Reply All, Last, Next, and Back. The left sidebar has sections for Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus) and Mail Functions (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out). The POP account(s) section is empty. The main content area displays an email message with the following details:

Subject: Re: hello
From: "linlin" <me@mycompany.com.cn> [Add to address book]
To: "linlin" <me@mycompany.com.cn>
CC: Nothing
Date & Time: 2006-07-11 22:14:06
Priority: 普通
Attachment: OpenTextContent [Download] Check [Save to Netfolder]

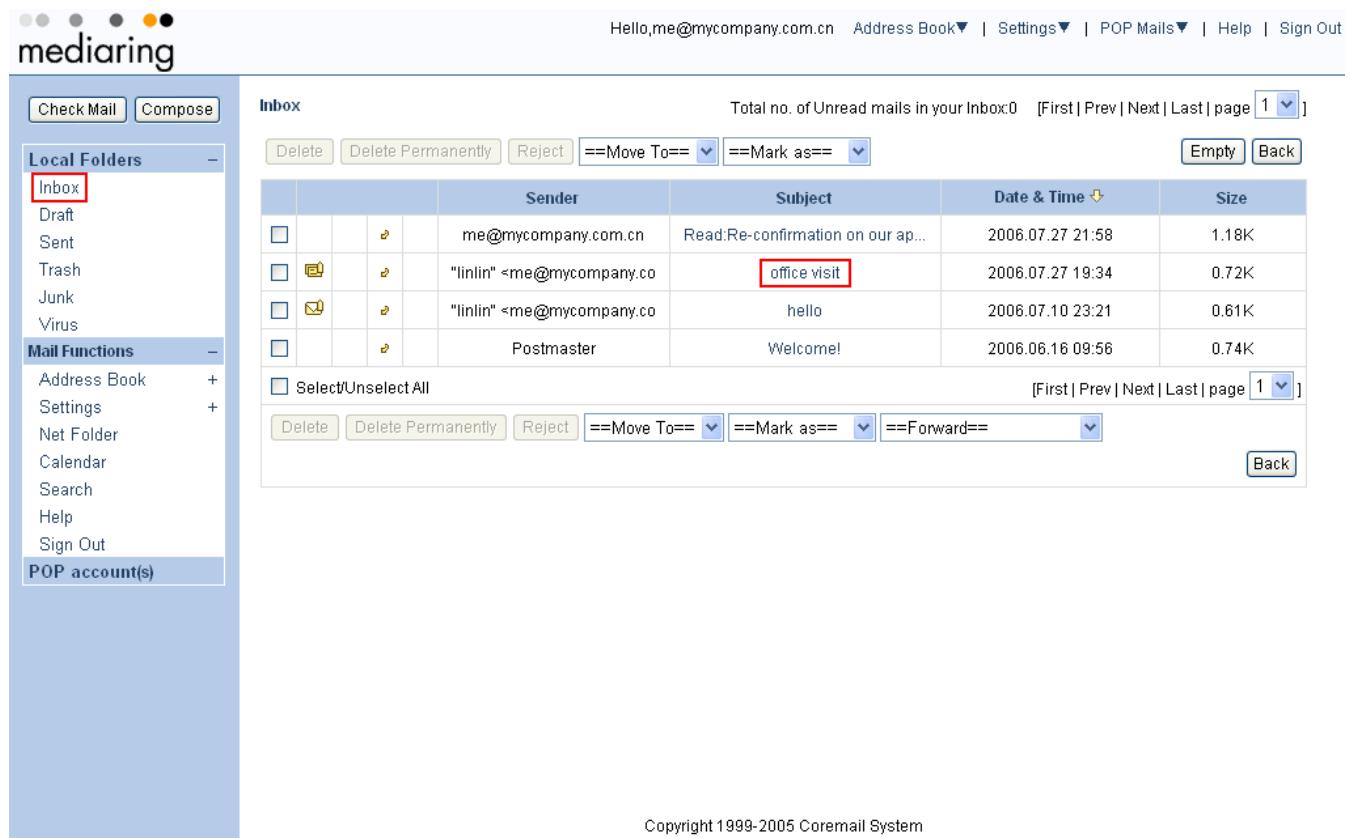
The message body contains:

```
linlin,  
Nice to hear from you!  
---- Original Message ----  
From: "linlin" <me@mycompany.com.cn>  
To: me@mycompany.com.cn  
Date: Mon, 10 Jul 2006 23:21:05 +0800 (HKT)  
Subject: hello  
  
>  
> hello.  
>  
> -----  
> best wishes!  
>  
>
```

- a) “Subject”: showing the subject of the email
- b) “From”: sender of the email
- c) “To”: recipient of the email
- d) “cc”: showing other recipients who are copied on the email
- e) “Attachment”: whether there are any attachments, in this example, there is none
- f) “Date & Time”: the date & time where the email is sent or received
- g) “Priority”: to show if the email is urgent or not

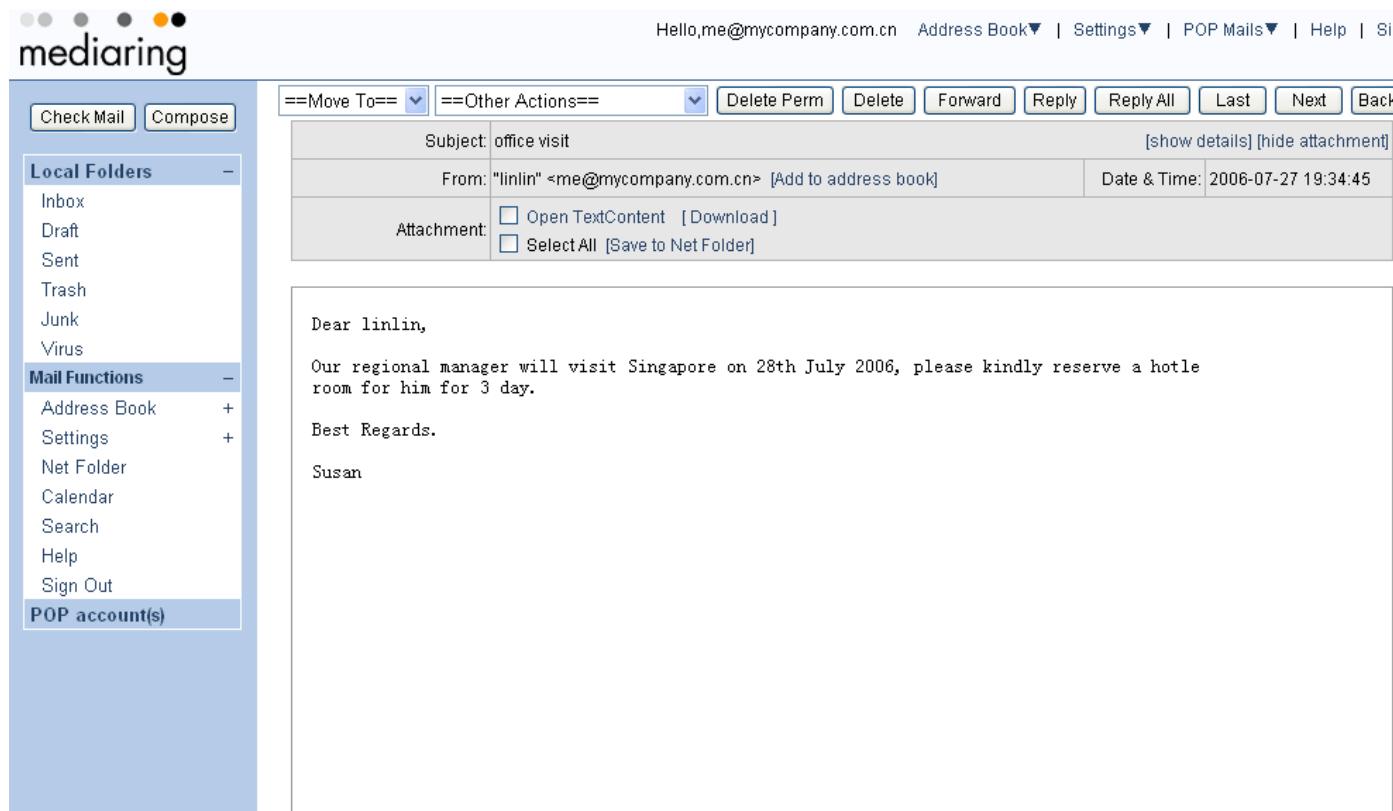
5.5 Inbox

1. Click “Inbox” under “Local Folders”.



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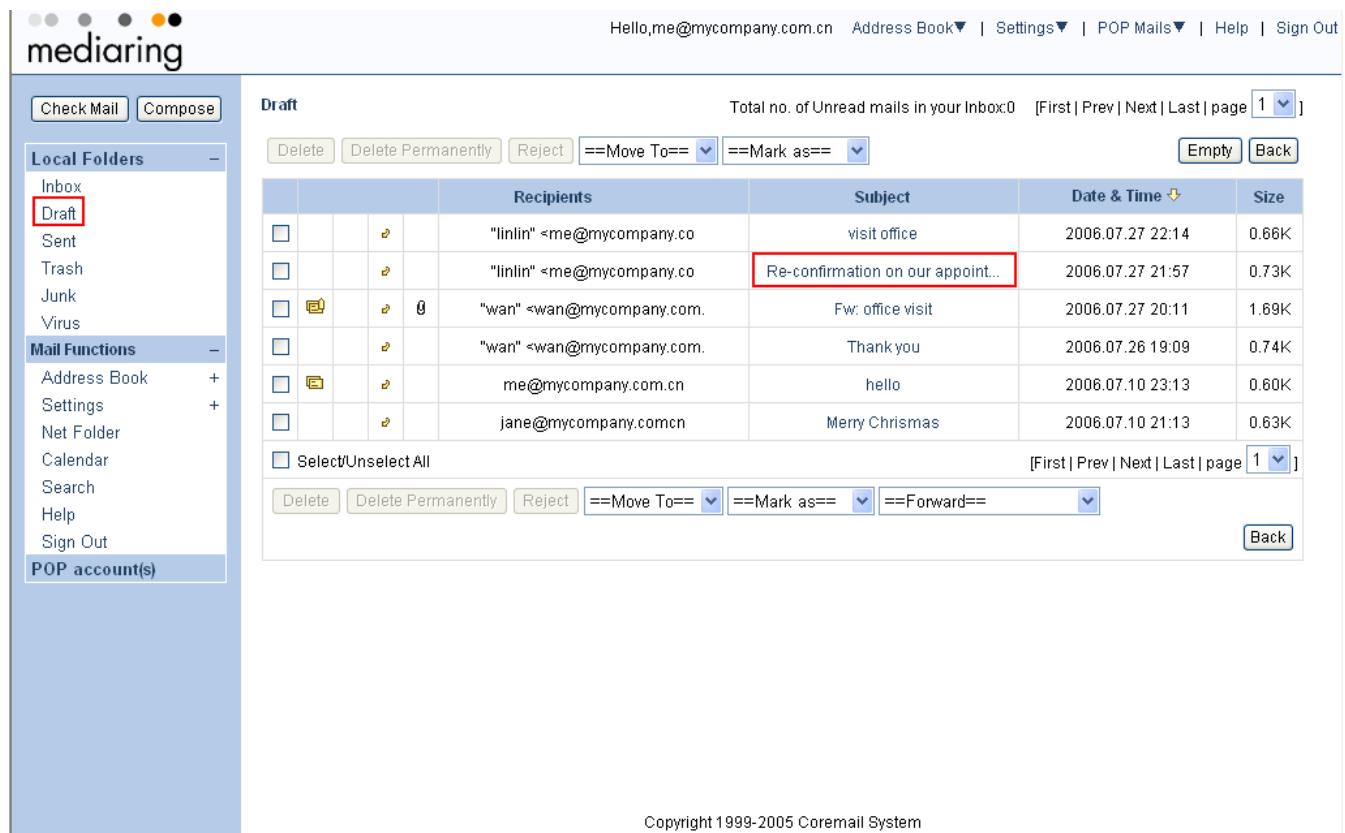
2. Click “Subject” to view mail details.



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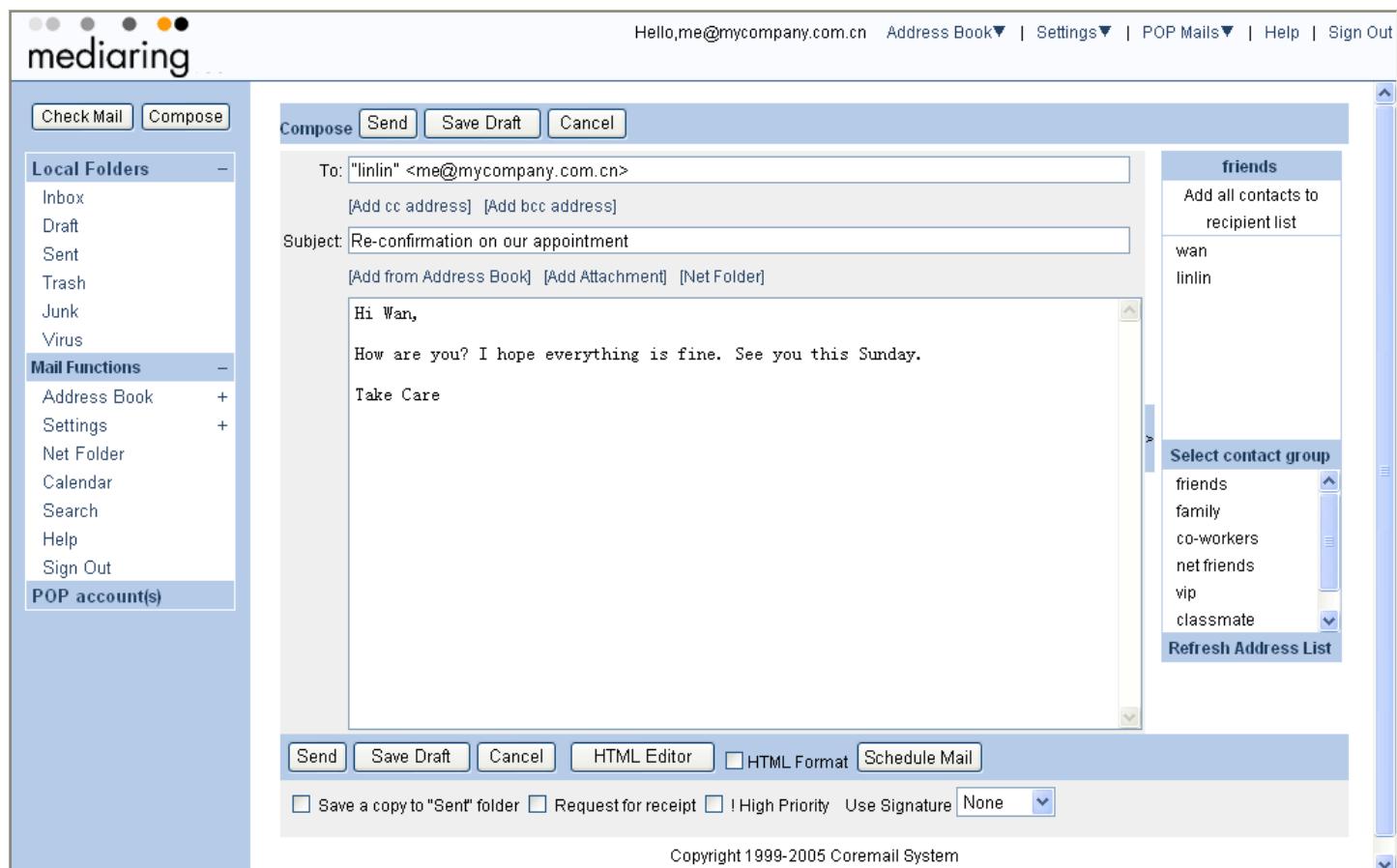
5.6 Draft

1. Click "Draft" under "Local Folders".



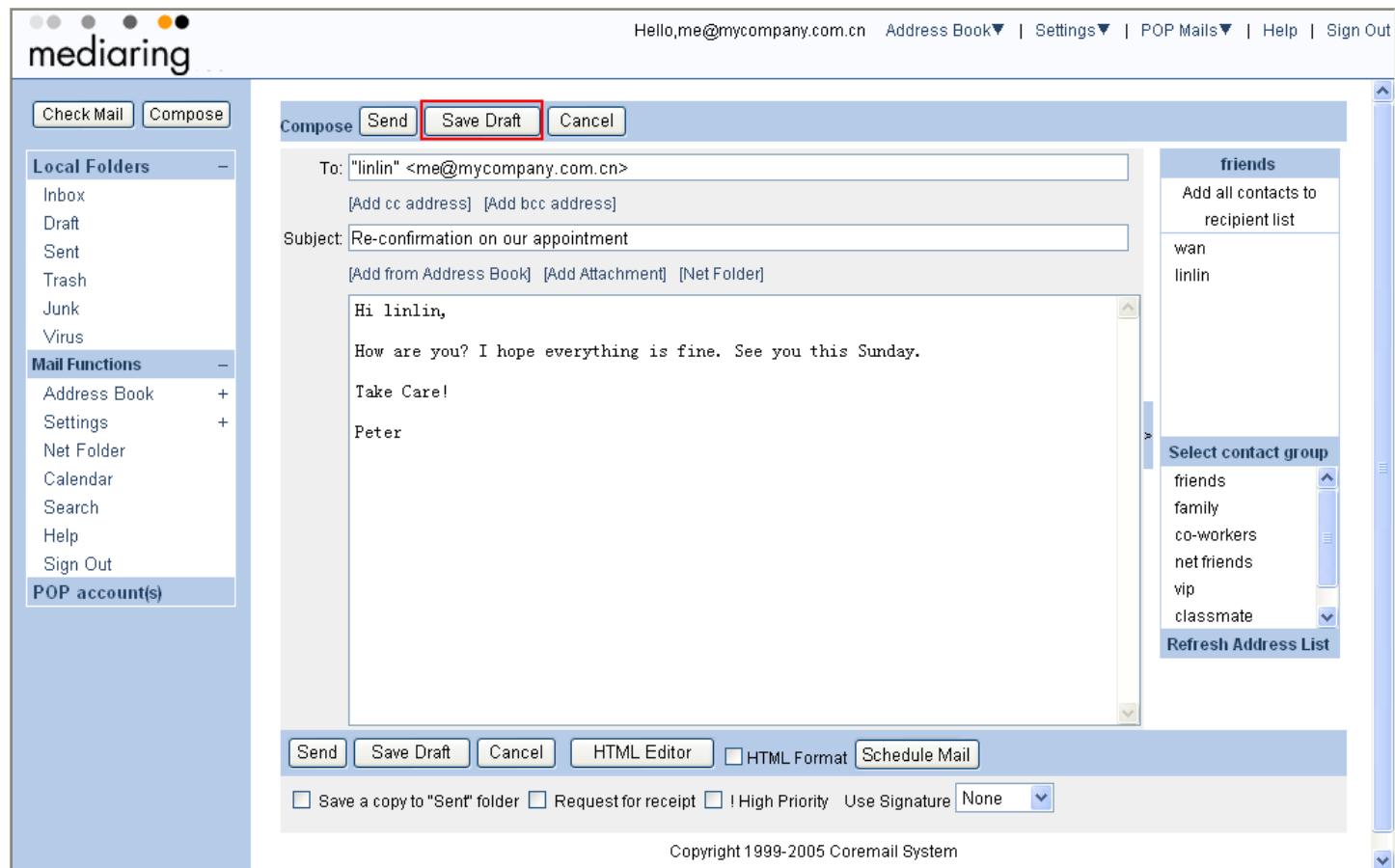
The screenshot shows the Coremail System interface. The top navigation bar includes links for 'Hello,me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', and 'Sign Out'. On the left, a sidebar titled 'Local Folders' lists 'Inbox', 'Draft' (which is selected and highlighted with a red box), 'Sent', 'Trash', 'Junk', 'Virus', 'Mail Functions' (with 'Address Book', 'Settings', 'Net Folder', 'Calendar', 'Search', 'Help', 'Sign Out'), and 'POP account(s)'. The main content area is titled 'Draft' and shows a list of unread emails. The first email in the list, from 'linlin' to 'me@mycompany.co' with the subject 'Re-confirmation on our appoint...', has its subject line highlighted with a red box. The list includes columns for 'Recipients', 'Subject', 'Date & Time', and 'Size'. At the bottom of the list, there are buttons for 'Select/Unselect All', 'Delete', 'Delete Permanently', 'Reject', 'Move To', 'Mark as', and 'Forward'. The footer of the page reads 'Copyright 1999-2005 Coremail System'.

2. Click "Subject", to enter the "Compose" page.



The screenshot shows the Coremail System interface with the 'Compose' page open. The top navigation bar is identical to the previous screenshot. The left sidebar is also the same. The main content area is titled 'Compose' and contains fields for 'To' (set to 'linlin' <me@mycompany.com.cn>), 'Subject' (set to 'Re-confirmation on our appointment'), and a large text area with the message content. The message content includes 'Hi Wan,' and 'How are you? I hope everything is fine. See you this Sunday.' Below the message area are buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', and 'Schedule Mail'. At the bottom, there are checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', 'Use Signature' (set to 'None'), and a dropdown menu for 'Save a copy to "Sent" folder'. A sidebar on the right titled 'friends' lists 'wan' and 'linlin'. Below this is a 'Select contact group' sidebar with options for 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'classmate', with 'friends' selected. The footer reads 'Copyright 1999-2005 Coremail System'.

3. After you edit the email and want to save again, press “Save Draft” on the top of the page.



4. You can check from the following page to see if the mail is saved successfully.



5.7 Sent

1. Click “Sent” under “Local Folders”. Click the subject of the email, for example, “Gathering” to read the mail content.

Recipients			Subject	Date & Time	Size
<input type="checkbox"/>		"linlin" <me@mycompany.co	Re-confirmation on our appoint...	2006.07.27 21:53	0.74K
<input type="checkbox"/>		"linlin" <me@mycompany.co	Fw: hello	2006.07.26 11:29	3.16K
<input type="checkbox"/>		james@mycompany.com.cn	i'v come back	2006.07.10 21:45	0.61K
<input type="checkbox"/>		jane@mycompany.comcn	Merry Chrismas	2006.07.10 21:18	0.63K
<input type="checkbox"/>		wan@mycompany.com.cn,make	Gathering	2006.07.06 16:18	0.69K
<input type="checkbox"/> Select/Unselect All					

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2. You will be able to read the email content in following page.

==Move To== Resend Delete Pern Delete Forward Reply Reply All Last

Subject: Gathering [show details] [hide attach]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-06 16:18

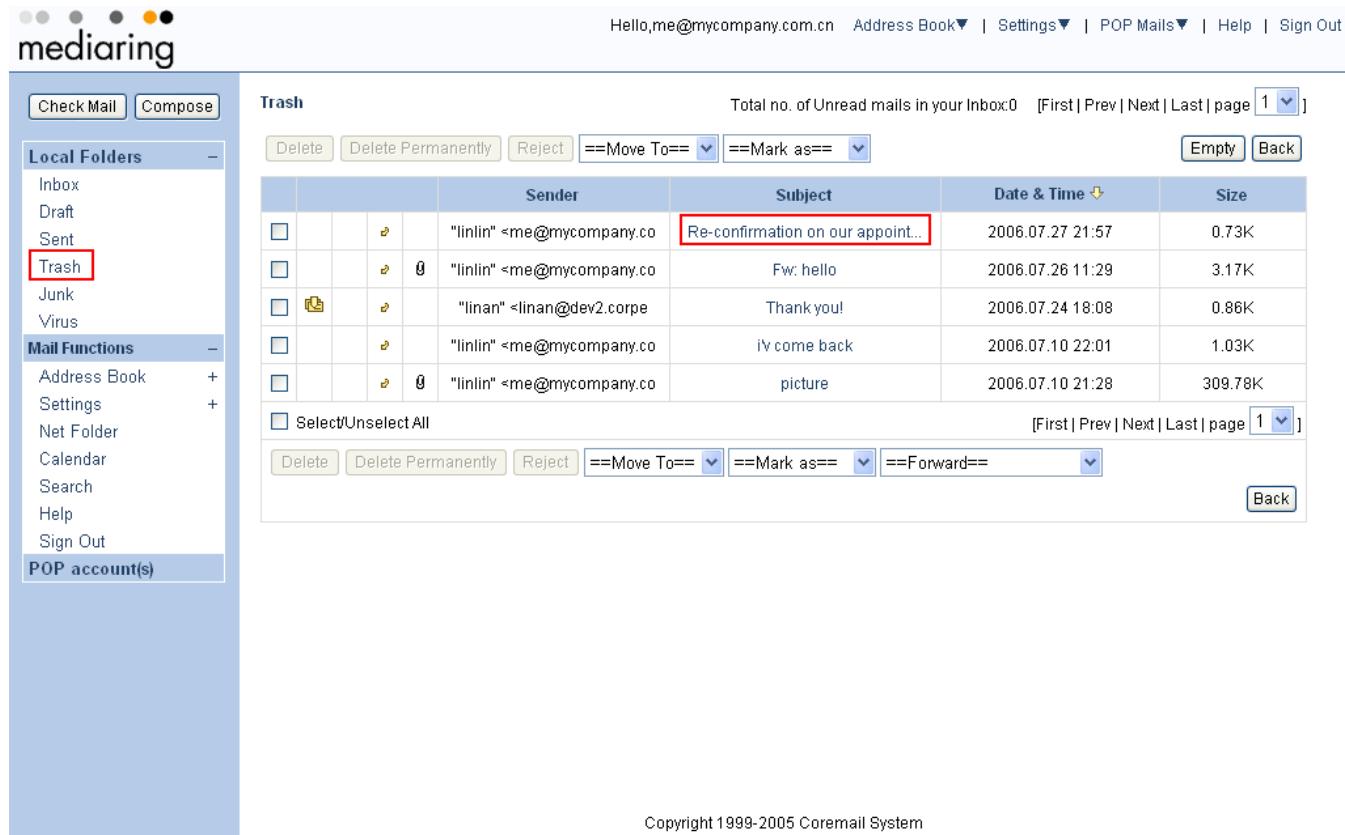
Attachment: OpenTextContent [Download] Check [Save to Netfolder]

Dinner gathering on 8th July 2006 at Hard Rock's cafe. Please advise availability.

best wishes!

5.8 Trash

1. Click "Trash" under "Local Folders". Click the subject of the email, for example, "hello" to access the mail content.



mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash**
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Trash

Total no. of Unread mails in your Inbox: 0 [First | Prev | Next | Last | page 1 | Back]

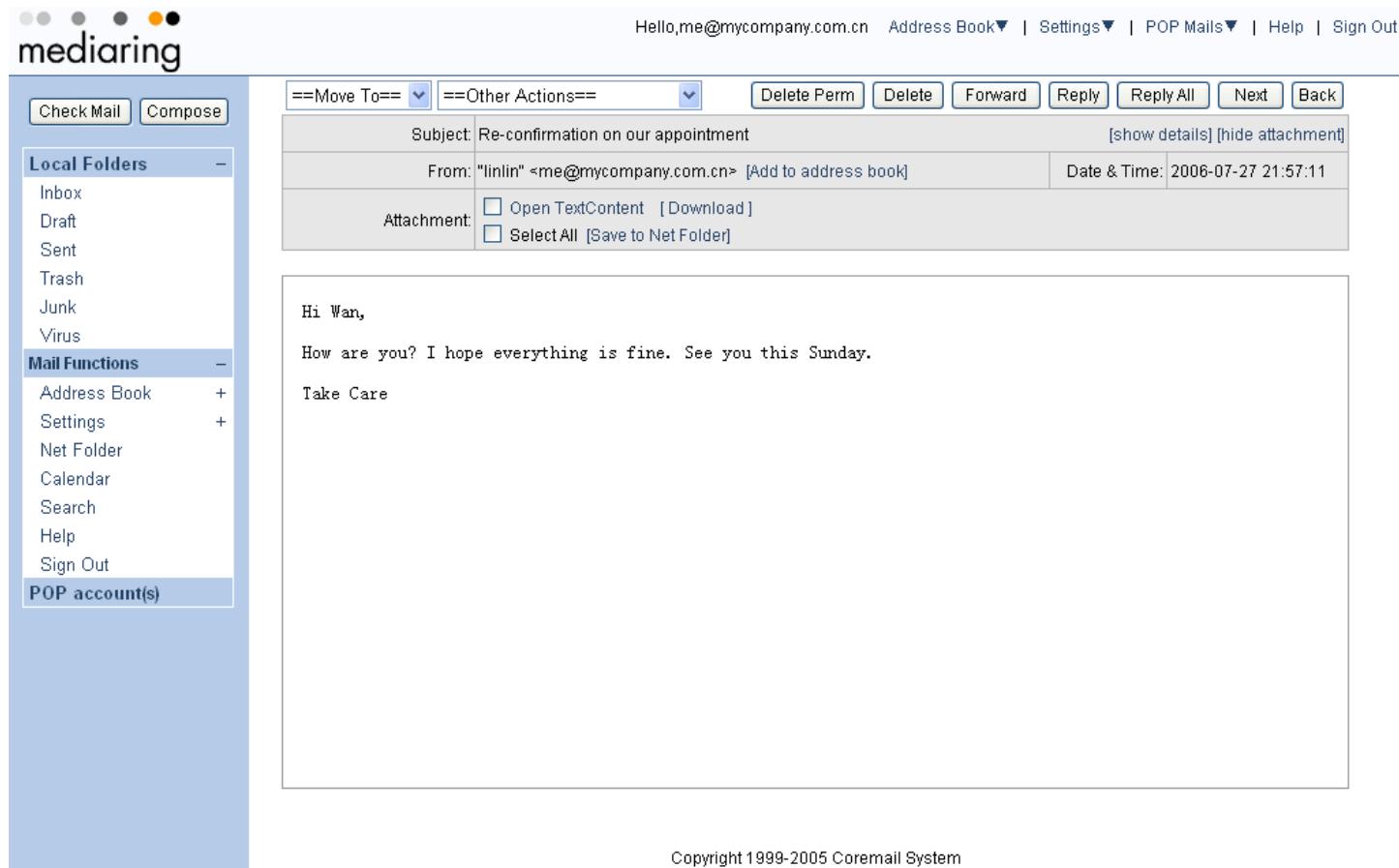
	Sender	Subject	Date & Time	Size
<input type="checkbox"/>	"linlin" <me@mycompany.co	Re-confirmation on our appoint...	2006.07.27 21:57	0.73K
<input type="checkbox"/>	"linlin" <me@mycompany.co	Fw: hello	2006.07.26 11:29	3.17K
<input type="checkbox"/>	"linan" <linan@dev2.corpe	Thank you!	2006.07.24 18:08	0.86K
<input type="checkbox"/>	"linlin" <me@mycompany.co	i'll come back	2006.07.10 22:01	1.03K
<input type="checkbox"/>	"linlin" <me@mycompany.co	picture	2006.07.10 21:28	309.78K

Select/Unselect All [First | Prev | Next | Last | page 1 | Back]

Delete Delete Permanently Reject ==Move To== ==Mark as== ==Forward==

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2. You will be able to read the email content in following page.



mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

==Move To== ==Other Actions== Delete Perm Delete Forward Reply Reply All Next Back

Subject: Re-confirmation on our appointment [show details] [hide attachment]

From: "linlin" <me@mycompany.com.cn> [Add to address book] Date & Time: 2006-07-27 21:57:11

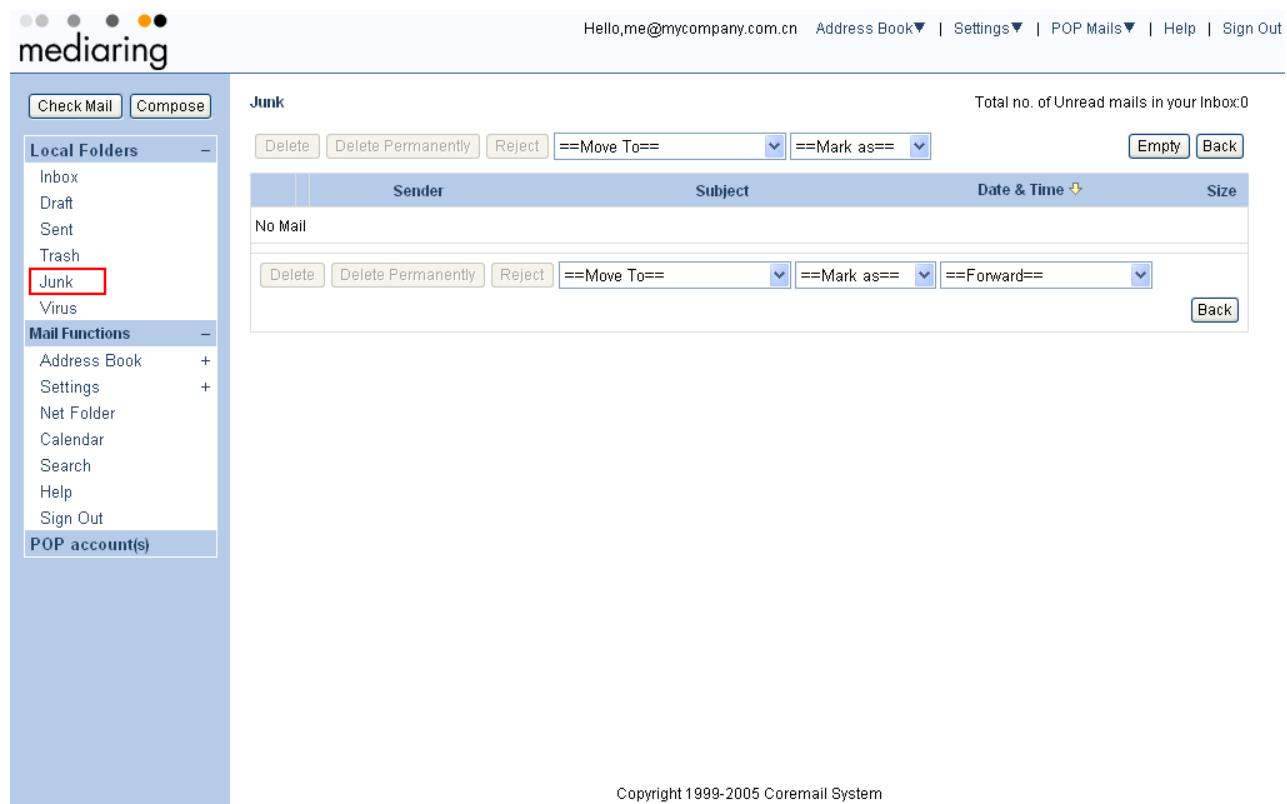
Attachment: Open TextContent [Download]
 Select All [Save to Net Folder]

Hi Wan,
How are you? I hope everything is fine. See you this Sunday.
Take Care

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5.9 Junk

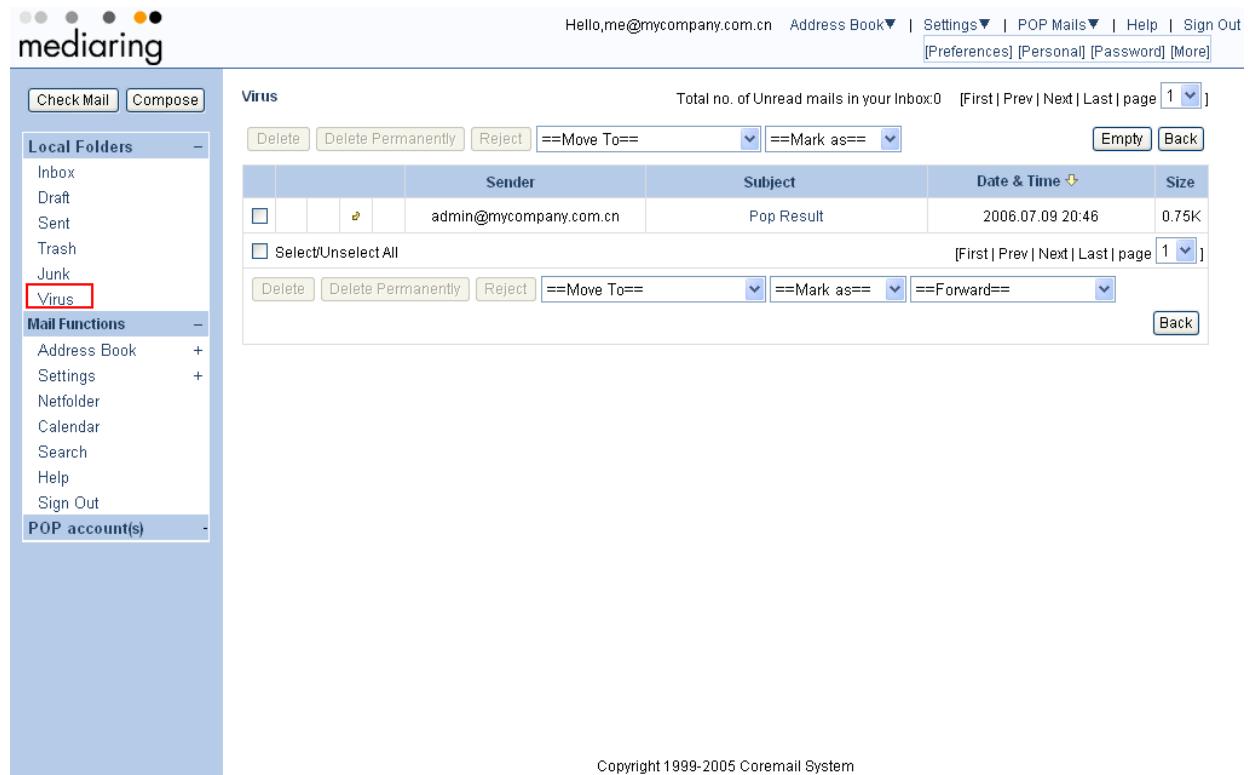
Click “**Junk**” under “**Local Folders**”, it shows no emails are saved in this folder. If there are emails saved in this folder, you can view the content by clicking the subject.



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5.10 Virus

Click “**Virus**” under “**Local Folders**”. You can click the subject to view the content. However since these are virus emails, we do not recommend to open them, if there are any.



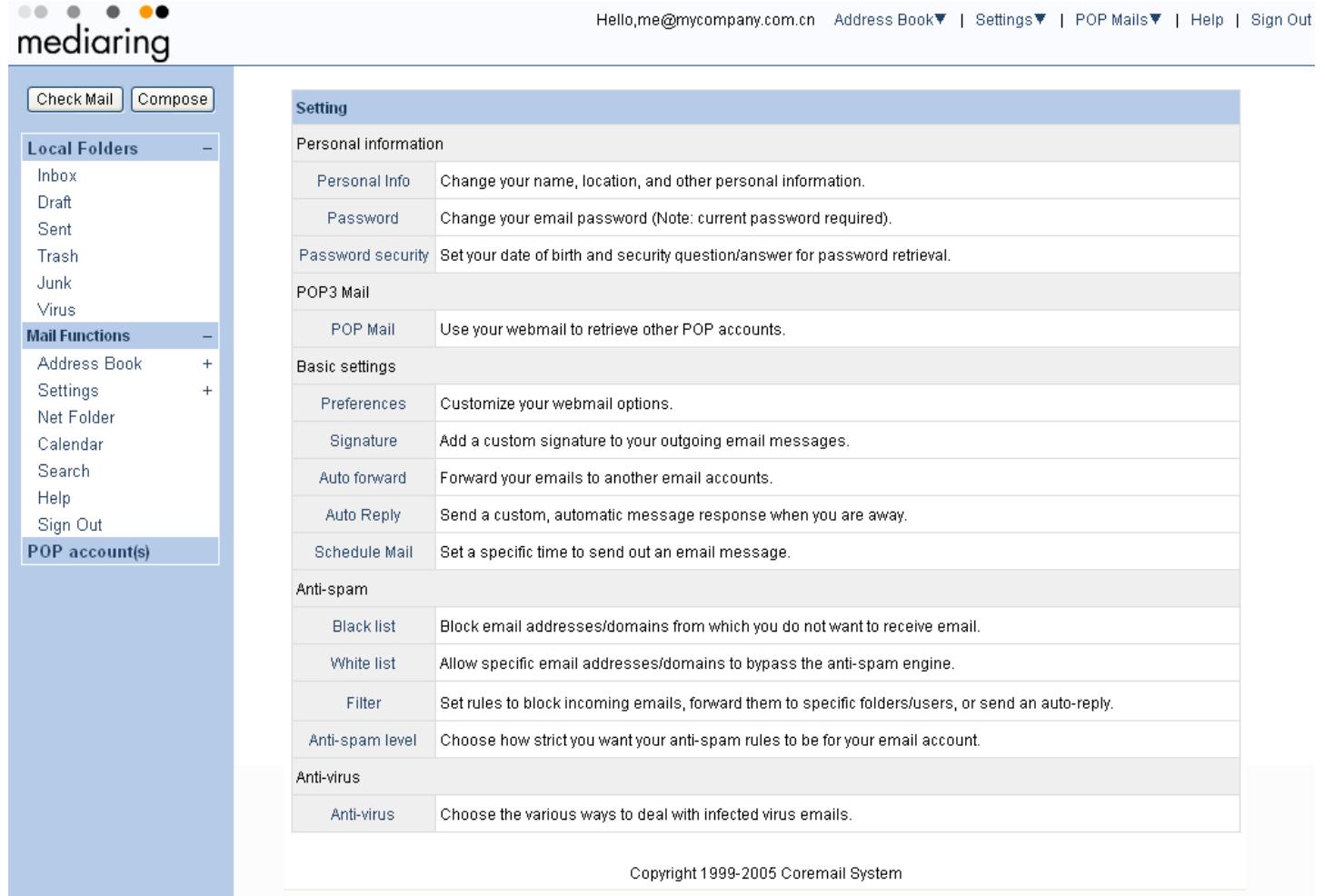
Copyright 1999-2005 Coremail System

6. Mailbox Settings

6.1 Personal Information

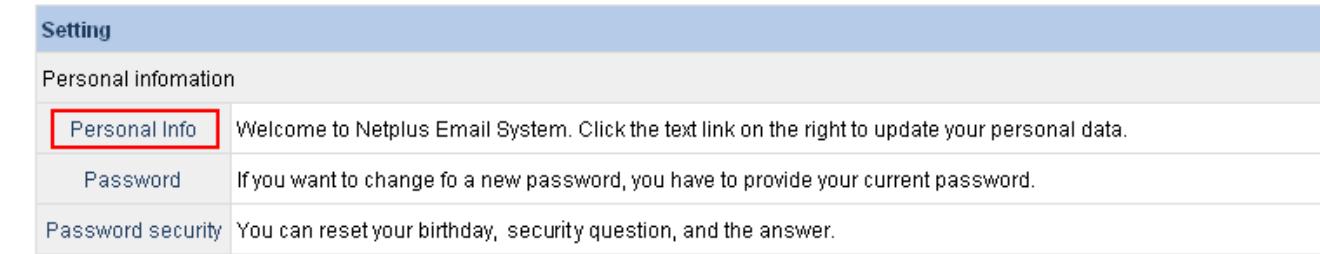
6.1.1 Amend Personal Information

1. Click “Settings” under “Mail Functions”.



The screenshot shows the Coremail webmail interface. At the top, there are navigation links: "Hello,me@mycompany.com.cn", "Address Book", "Settings", "POP Mails", "Help", and "Sign Out". Below this is the "mediaring" logo. The left sidebar has sections for "Local Folders" (Inbox, Draft, Sent, Trash, Junk, Virus) and "Mail Functions" (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The "POP account(s)" section is also visible. The main content area is titled "Setting" and contains several sections: "Personal information" (with "Personal Info", "Password", and "Password security" links), "POP3 Mail" (with "POP Mail" link), "Basic settings" (with "Preferences", "Signature", "Auto forward", "Auto Reply", and "Schedule Mail" links), "Anti-spam" (with "Black list", "White list", "Filter", and "Anti-spam level" links), and "Anti-virus" (with "Anti-virus" link). At the bottom of the content area, it says "Copyright 1999-2005 Coremail System".

2. Click “Personal Info” under “Setting” to enter the page.



The screenshot shows the "Personal information" sub-page under the "Setting" section. It has a table with three rows: 1. "Personal Info" link (highlighted with a red box) with the description "Welcome to Netplus Email System. Click the text link on the right to update your personal data.". 2. "Password" link with the description "If you want to change to a new password, you have to provide your current password.". 3. "Password security" link with the description "You can reset your birthday, security question, and the answer.". The table has a blue header row.

3. Input the information in the relative boxes, then press “OK” to confirm.

The screenshot shows the 'Personal Details' section of the mediaring email interface. The 'Name' field is set to 'linlin'. The 'Gender' field has 'Male' selected. The 'Birthday' field is set to '1981-12-23'. The 'Address' field contains 'www.lli.com'. The 'OK' and 'Back' buttons are visible at the bottom.

Personal Details

Alternate Email	<input type="text"/>
Name	<input type="text" value="linlin"/> ***
Nickname	<input type="text" value="lli"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birthday	<input type="text" value="1981-12-23"/> (YYYY-MM-DD)(For resetting password)
Mobile	<input type="text"/>
Home Phone	<input type="text"/>
Business Phone	<input type="text"/>
Fax	<input type="text"/>
Address	<input type="text"/>
Zip Code	<input type="text"/>
State/Province	<input type="text" value="--- please select ---"/>
City	<input type="text"/>
Personal Web Page	<input type="text" value="www.lli.com"/>
Anniversary	<input type="text" value="1981-12-23"/> (YYYY-MM-DD)

• Your "Name" will be displayed in the "From" field of the message that you send.
• You can use your nickname to send out messages for your friends' easy identification.
• If you are a first-time user of this email system, your nickname will be set as the username.

OK Back

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4. You can check from the following page to see if the information is updated successfully.



6.1.2 Change Password

1. Click “Settings” under “Mail Functions”, and click “Password”.

Password	
Old Password:	<input type="text"/>
New Password:	<input type="text"/> Propose using the length of password longer than 5bit (alphabets/numbers/symbols)
Retype Password:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Back"/>	

2. Input the relative information in the corresponding boxes, then press “OK” to confirm.

Password	
Old Password:	<input type="text"/> ······
New Password:	<input type="text"/> ······ Propose using the length of password longer than 5bit (alphabets/numbers/symbols)
Retype Password:	<input type="text"/> ······
<input type="button" value="OK"/> <input type="button" value="Back"/>	

3. You can check from the following page to see if the password is changed successfully.

Message
Password is changed successfully.
<input type="button" value="OK"/>

6.1.3 Password Security

1. Click “Settings” under “Mail Functions”, and click “Password Security”.

Password security

Input Original Data

Birthday:	<input type="text"/> (YYYY-MM-DD)
Security Question:	<input type="text"/>
Answer:	<input type="text"/>

Set Up New Data

Birthday:	<input type="text"/> (YYYY-MM-DD)
Security Question:	<input type="text"/>
Answer:	<input type="text"/>

OK **Back**

2. Input the relative information in the corresponding boxes, then press “OK” to confirm.

Password security

Input Original Data

Birthday:	<input type="text"/> 1977-01-01 (YYYY-MM-DD)
Security Question:	<input type="text"/>
Answer:	<input type="text"/> Answer

Set Up New Data

Birthday:	<input type="text"/> 1977-01-01 (YYYY-MM-DD)
Security Question:	<input type="text"/> Birthday
Answer:	<input type="text"/> 1977-01-01

OK **Back**

3. You can check from the following page to see if the password security is changed successfully.

Message

Information updated successfully.

OK

6.2 POP Mail Setting

1. Click “Settings” under “Mail Functions”, and click “POP Mail”.

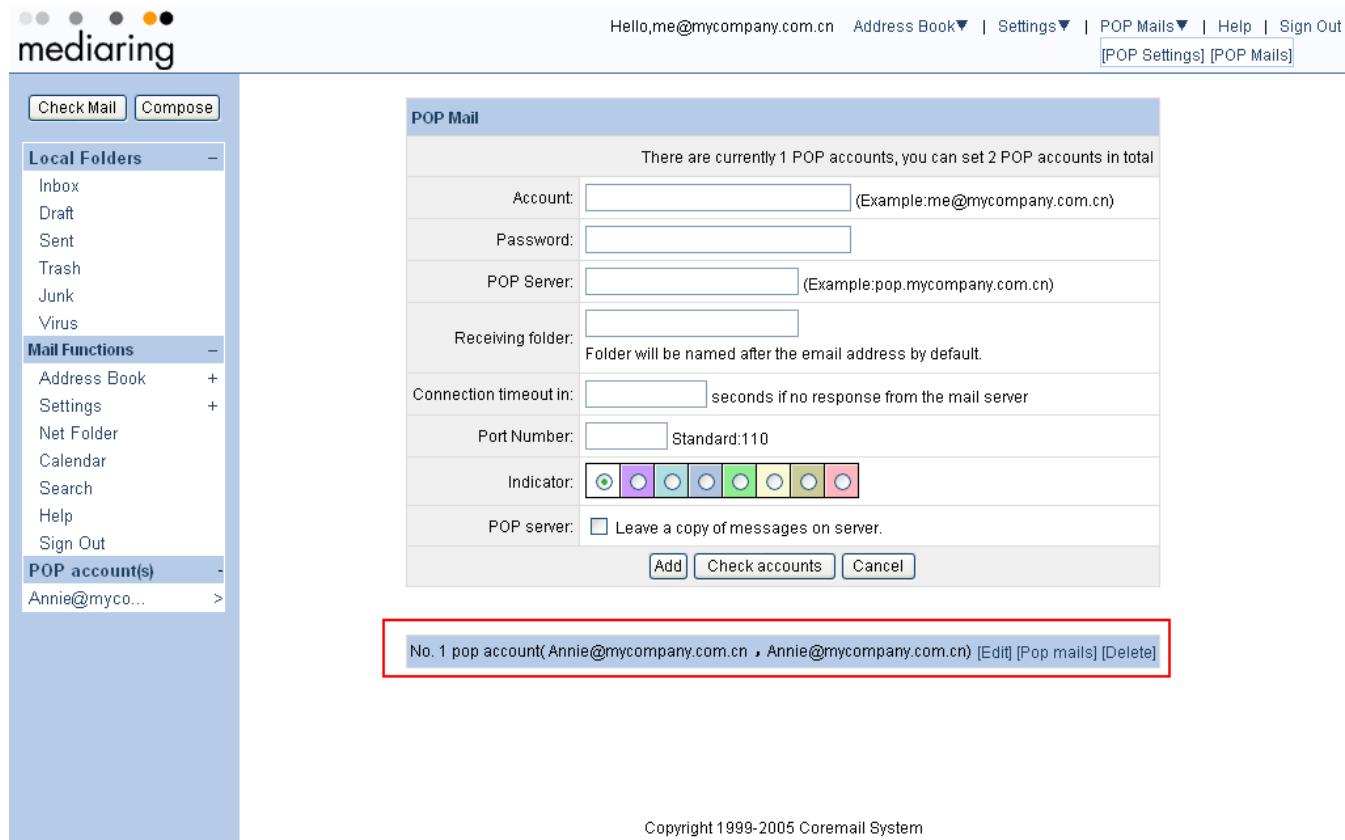
POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text"/> (Example:me@mycompany.com.cn)
Password:	<input type="password"/>
POP Server:	<input type="text"/> (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text"/> seconds if no response from the mail server
Port Number:	<input type="text"/> Standard:110
Indicator:	
POP server:	<input type="checkbox"/> Leave mail copies on server.
Add Check accounts Cancel	

6.2.1 Create a POP Account

- 1) Input the relative information in the corresponding boxes, then press “Add”.

POP Mail	
There are currently 0 POP accounts, you can set 2 POP accounts in total	
Account:	<input type="text"/> Annie@mycompany.com.cn (Example:me@mycompany.com.cn)
Password:	<input type="password"/> *****
POP Server:	<input type="text"/> pop.mycompany.com.cn (Example:pop.mycompany.com.cn)
Receiving folder:	<input type="text"/> Annie@mycompany.com.cn Folder will be named after the email address by default.
Connection timeout in:	<input type="text"/> 15 seconds if no response from the mail server
Port Number:	<input type="text"/> 110 Standard:110
Indicator:	
POP server:	<input type="checkbox"/> Leave a copy of messages on server.
Add Check accounts Cancel	

2) You can check from the following page to see if the new POP account is added successfully.



The screenshot shows the mediaring webmail interface. The left sidebar includes 'Check Mail' and 'Compose' buttons, and sections for 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The 'POP account(s)' section is expanded, showing an account for 'Annie@myco...'. The main content area is titled 'POP Mail' and displays the following fields:

- Account: [Input field] (Example:me@mycompany.com.cn)
- Password: [Input field]
- POP Server: [Input field] (Example:pop.mycompany.com.cn)
- Receiving folder: [Input field] (Folder will be named after the email address by default)
- Connection timeout in: [Input field] seconds if no response from the mail server
- Port Number: [Input field] Standard:110
- Indicator: [Colorful circular icons]
- POP server: Leave a copy of messages on server.

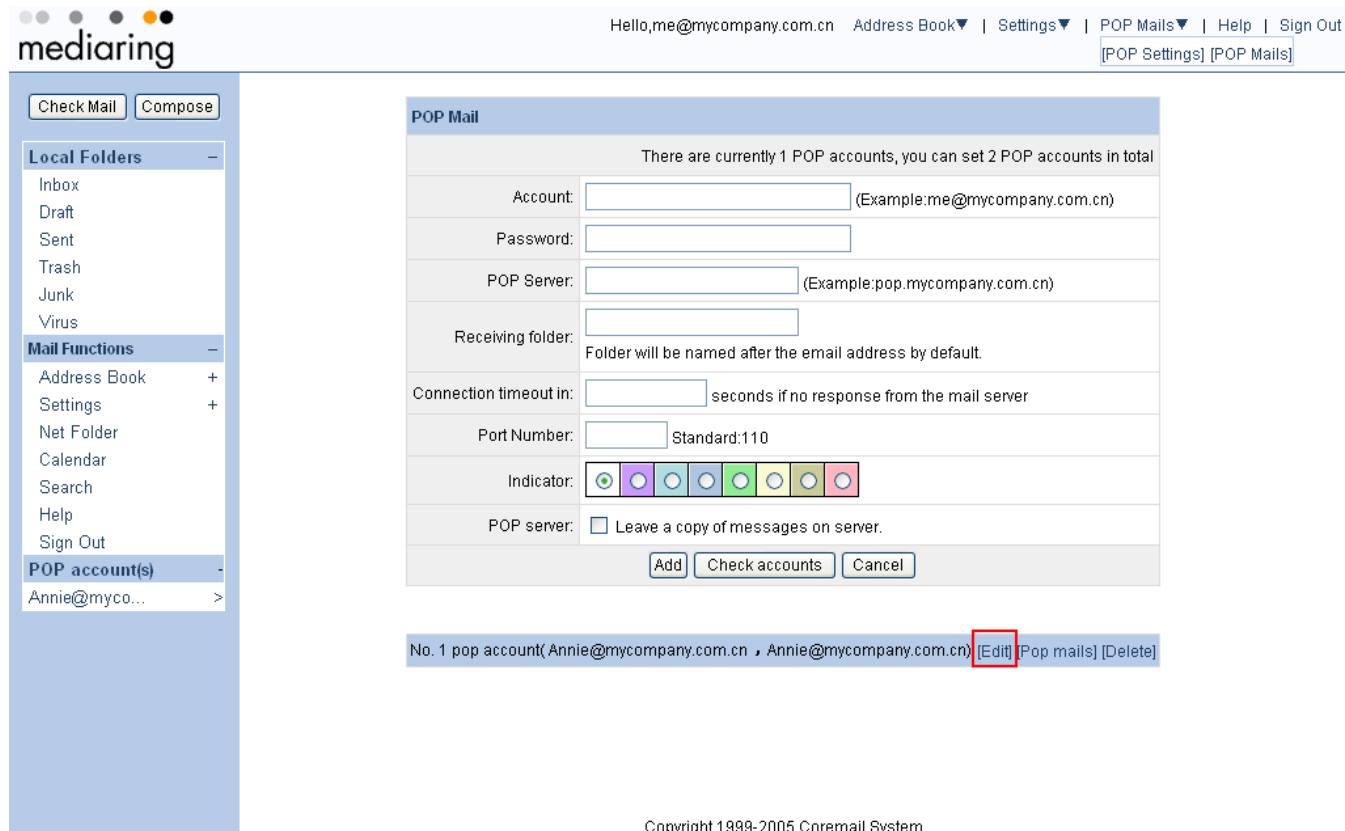
Buttons at the bottom: 'Add', 'Check accounts', 'Cancel'.

A red box highlights the status bar message: 'No. 1 pop account(Annie@mycompany.com.cn , Annie@mycompany.com.cn) [Edit] [Pop mails] [Delete]'.

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6.2.2 Edit a POP Account

1) Enter the “POP Mail” page, choose the “POP account” you wish to edit, and press “Edit”.



The screenshot shows the mediaring webmail interface, identical to the previous one but with the 'Edit' link highlighted in a red box. The 'POP account(s)' section shows an account for 'Annie@myco...'. The 'Edit' link in the status bar is also highlighted with a red box.

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2) Input the new information in the corresponding boxes, then press “Update” to confirm.

No. 1 pop account(lorna@mycompany.com.cn , lorna@mycompany.com.cn) [Hide] [Pop mails] [Delete]	
Account:	<input type="text" value="lorna@mycompany.com.cn"/>
Password:	<input type="password" value="*****"/>
POP Server:	<input type="text" value="pop.mycompany.com.cn"/>
Receiving folder:	<input type="text" value="lorna@mycompany.com.cn"/> Folder will be named after the email address by default.
Connection timeout in:	<input type="text" value="3"/> seconds if no response from the mail server
Port Number:	<input type="text" value="110"/> Standard:110
Indicator:	
<input checked="" type="checkbox"/> Leave mail(a copy of message) on POP server	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

6.2.3 POP Folder

1) Click “POP account(s)” under “Mail Function”, choose the “POP Account”, then click “POP Mails”.

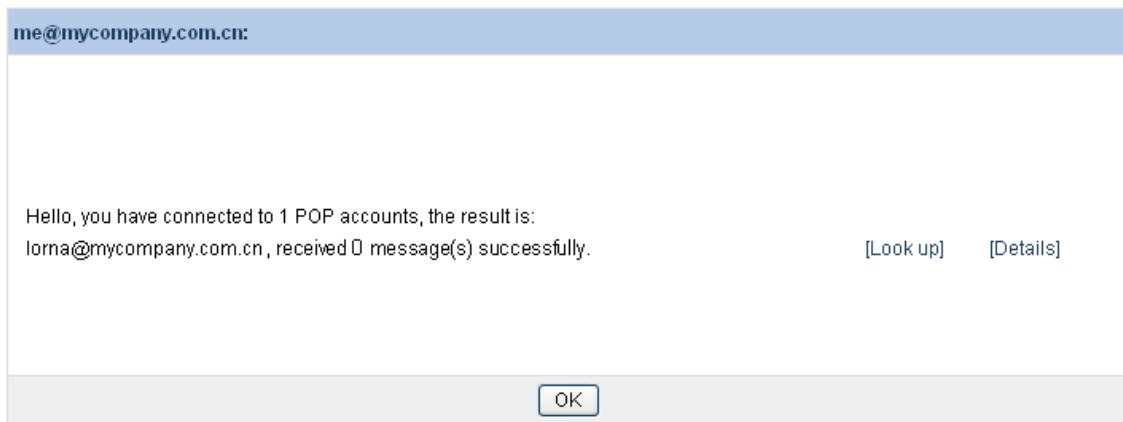
mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

<input type="button" value="Check Mail"/> <input type="button" value="Compose"/> Local Folders - Inbox + Draft Sent Trash Junk Virus Mail Functions - Address Book + Settings + Netfolder Calendar Search Help Sign Out POP account(s) - lorna@myco... >	POP Mail There are currently 1 POP accounts, you can set 2 POP accounts in total <table border="1"> <tr> <td>Account:</td> <td><input type="text"/></td> <td>(Example:me@mycompany.com.cn)</td> </tr> <tr> <td>Password:</td> <td><input type="password"/></td> <td></td> </tr> <tr> <td>POP Server:</td> <td><input type="text"/></td> <td>(Example:pop.mycompany.com.cn)</td> </tr> <tr> <td>Receiving folder:</td> <td><input type="text"/></td> <td>Folder will be named after the email address by default.</td> </tr> <tr> <td>Connection timeout in:</td> <td><input type="text"/></td> <td>seconds if no response from the mail server</td> </tr> <tr> <td>Port Number:</td> <td><input type="text"/></td> <td>Standard:110</td> </tr> <tr> <td>Indicator:</td> <td></td> <td></td> </tr> <tr> <td>POP server:</td> <td colspan="2"><input type="checkbox"/> Leave mail copies on server.</td> </tr> <tr> <td colspan="3" style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/> </td> </tr> </table> <p>No. 1 pop account(lorna@mycompany.com.cn , lorna@mycompany.com.cn) [Edit] [Pop mails] [Delete]</p>	Account:	<input type="text"/>	(Example:me@mycompany.com.cn)	Password:	<input type="password"/>		POP Server:	<input type="text"/>	(Example:pop.mycompany.com.cn)	Receiving folder:	<input type="text"/>	Folder will be named after the email address by default.	Connection timeout in:	<input type="text"/>	seconds if no response from the mail server	Port Number:	<input type="text"/>	Standard:110	Indicator:			POP server:	<input type="checkbox"/> Leave mail copies on server.		<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>		
Account:	<input type="text"/>	(Example:me@mycompany.com.cn)																										
Password:	<input type="password"/>																											
POP Server:	<input type="text"/>	(Example:pop.mycompany.com.cn)																										
Receiving folder:	<input type="text"/>	Folder will be named after the email address by default.																										
Connection timeout in:	<input type="text"/>	seconds if no response from the mail server																										
Port Number:	<input type="text"/>	Standard:110																										
Indicator:																												
POP server:	<input type="checkbox"/> Leave mail copies on server.																											
<input type="button" value="Add"/> <input type="button" value="Check accounts"/> <input type="button" value="Cancel"/>																												

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2) The following page will show the “**POP Mails**” details. Click “**Look up**” to check emails

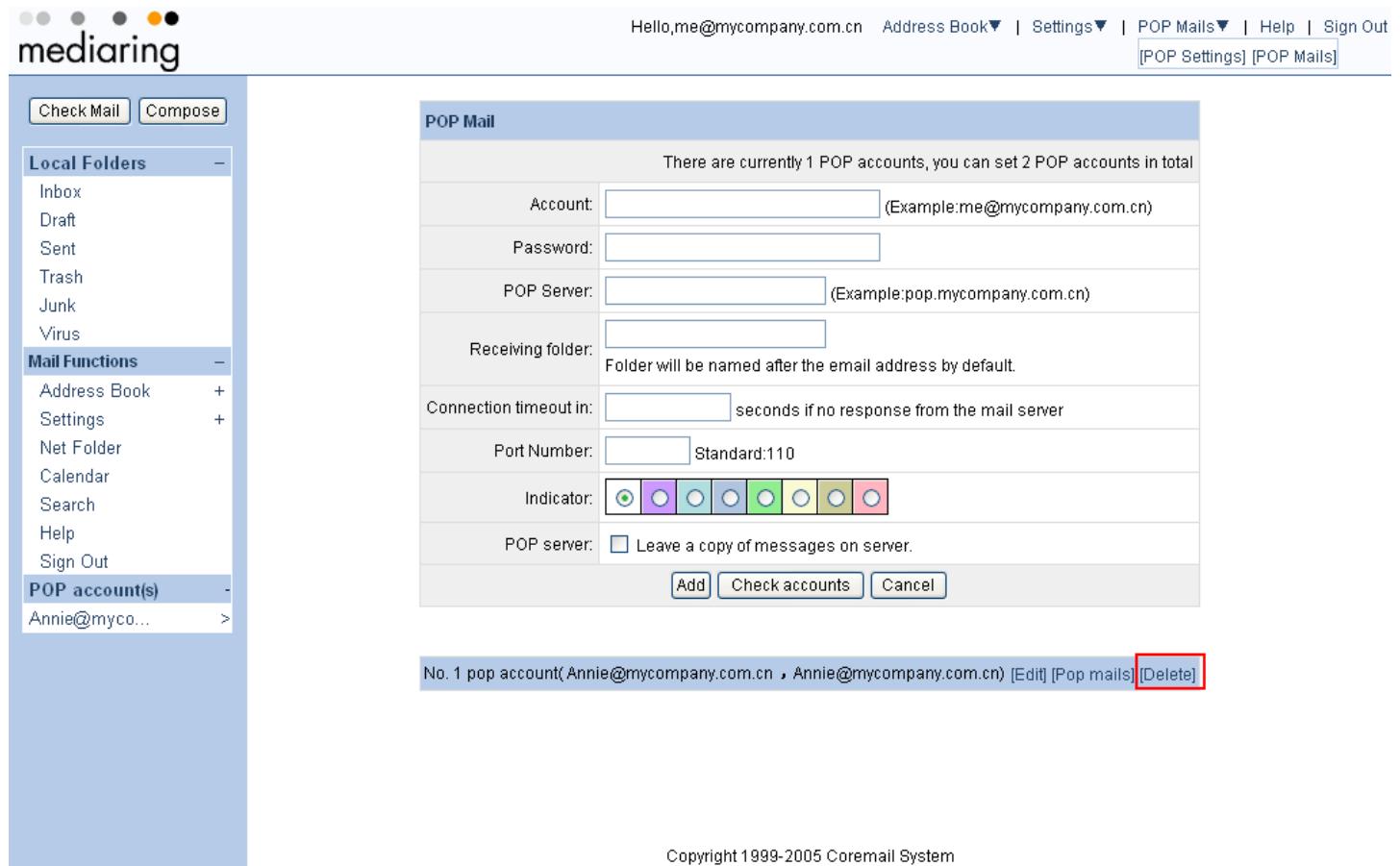


3) You can read the emails from the following page.

The screenshot shows the mediaring email interface. The top navigation bar includes links for "Hello, me@mycompany.com.cn", "Address Book", "Settings", "POP Mails", "Help", and "Sign Out", along with "[POP Settings]" and "[POP Mails]" buttons. The main content area is titled "lorna@mycompany.com.cn" and displays the inbox. It shows a single email from "wan@mycompany.com.cn" with the subject "Thank you!" and a date of "2006.07.24 18:08". The email size is "0.86K". Below the inbox table are buttons for "Delete", "Delete Permanently", "Reject", "Move To", "Mark as", and "Forward". The sidebar on the left contains "Local Folders" (Inbox, Draft, Sent, Trash, Junk, Virus) and "Mail Functions" (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The "POP account(s)" section shows "lorna@myco...". At the bottom of the page is the copyright notice "Copyright 1999-2005 Coremail System".

6.2.4 Delete a POP Account

1) Enter the “POP Mail” page, choose the “POP account” you wish to delete, and click “Delete”.



The screenshot shows the mediaring POP Mail configuration page. The left sidebar includes 'Check Mail', 'Compose', 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out), and 'POP account(s)' (Annie@myco...). The main 'POP Mail' section displays fields for Account, Password, POP Server, Receiving folder, Connection timeout, Port Number, Indicator, and POP server options. At the bottom, buttons for 'Add', 'Check accounts', and 'Cancel' are visible, along with a link to 'No. 1 pop account(Annie@mycompany.com.cn , Annie@mycompany.com.cn) [Edit] [Pop mails] [Delete]'. The 'Delete' link is highlighted with a red box.

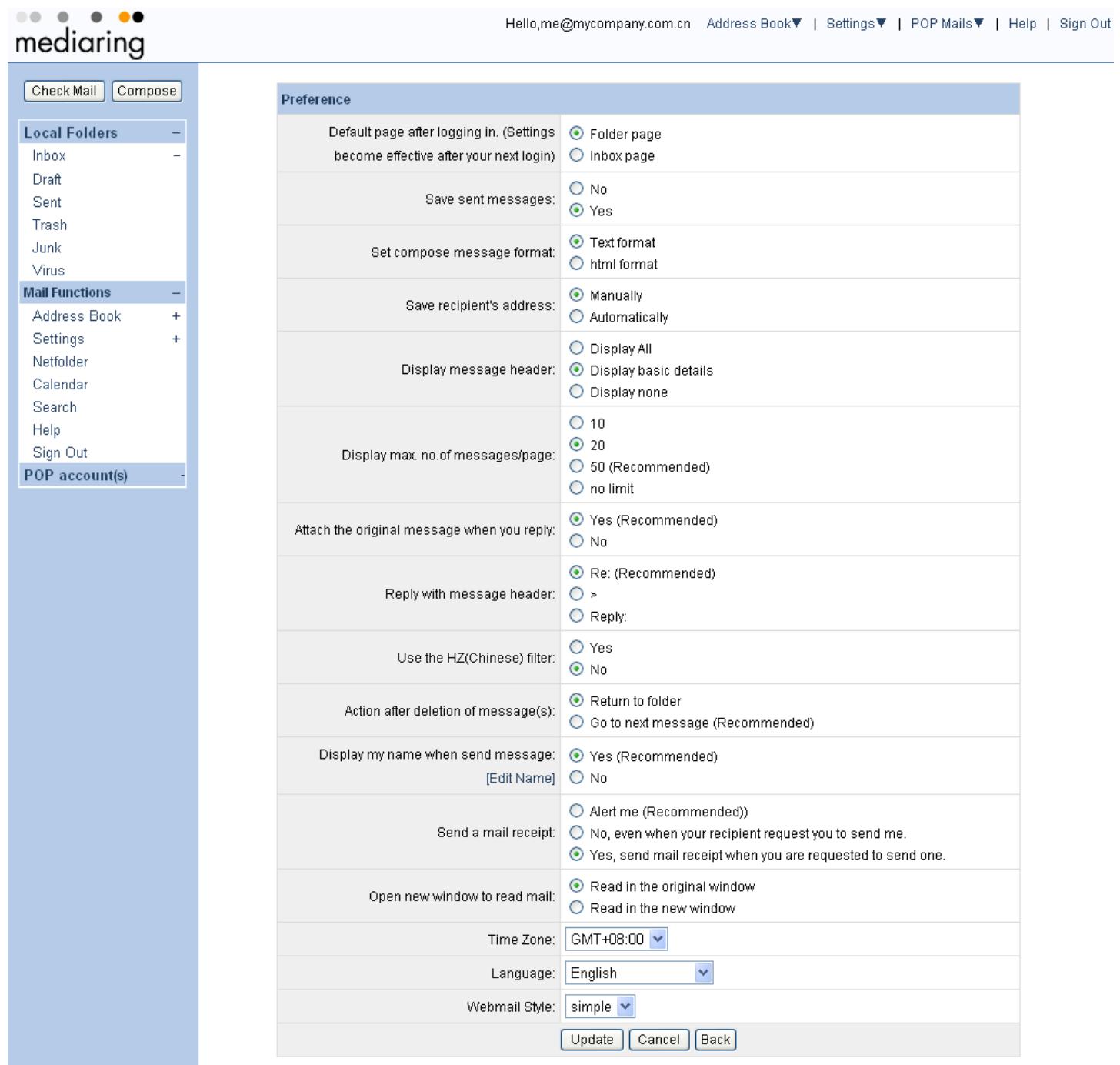
2) The following page will appear, press “OK” to confirm.



6.3 Basic Setting

6.3.1 Preferences

1) Click “Settings” under “Mail Function”, and “Preferences” to change your mail box parameters. Select one parameter from each item, then click “Update”.



The screenshot shows the mediaring webmail interface. The top navigation bar includes icons for mail, compose, and settings, followed by the user's email address (Hello,me@mycompany.com.cn), Address Book, Settings, POP Mails, Help, and Sign Out. The left sidebar has sections for Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus), Mail Functions (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and POP account(s). The main content area is titled "Preference" and contains a list of settings with radio button options:

Setting	Options
Default page after logging in. (Settings become effective after your next login)	<input checked="" type="radio"/> Folder page <input type="radio"/> Inbox page
Save sent messages:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Set compose message format:	<input checked="" type="radio"/> Text format <input type="radio"/> html format
Save recipient's address:	<input checked="" type="radio"/> Manually <input type="radio"/> Automatically
Display message header:	<input type="radio"/> Display All <input checked="" type="radio"/> Display basic details <input type="radio"/> Display none
Display max. no. of messages/page:	<input type="radio"/> 10 <input checked="" type="radio"/> 20 <input type="radio"/> 50 (Recommended) <input type="radio"/> no limit
Attach the original message when you reply:	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Reply with message header:	<input checked="" type="radio"/> Re: (Recommended) <input type="radio"/> > <input type="radio"/> Reply:
Use the HZ(Chinese) filter:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Action after deletion of message(s):	<input checked="" type="radio"/> Return to folder <input type="radio"/> Go to next message (Recommended)
Display my name when send message: [Edit Name]	<input checked="" type="radio"/> Yes (Recommended) <input type="radio"/> No
Send a mail receipt:	<input type="radio"/> Alert me (Recommended) <input type="radio"/> No, even when your recipient request you to send me. <input checked="" type="radio"/> Yes, send mail receipt when you are requested to send one.
Open new window to read mail:	<input checked="" type="radio"/> Read in the original window <input type="radio"/> Read in the new window
Time Zone:	GMT+08:00
Language:	English
Webmail Style:	simple

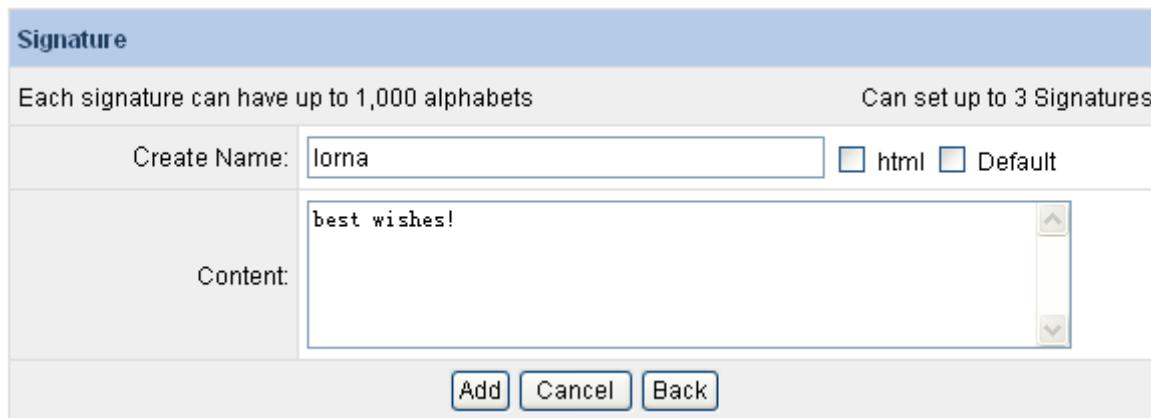
At the bottom are buttons for Update, Cancel, and Back.

2) You can check from the following page to see if the parameters are changed successfully.



6.3.2 Signature

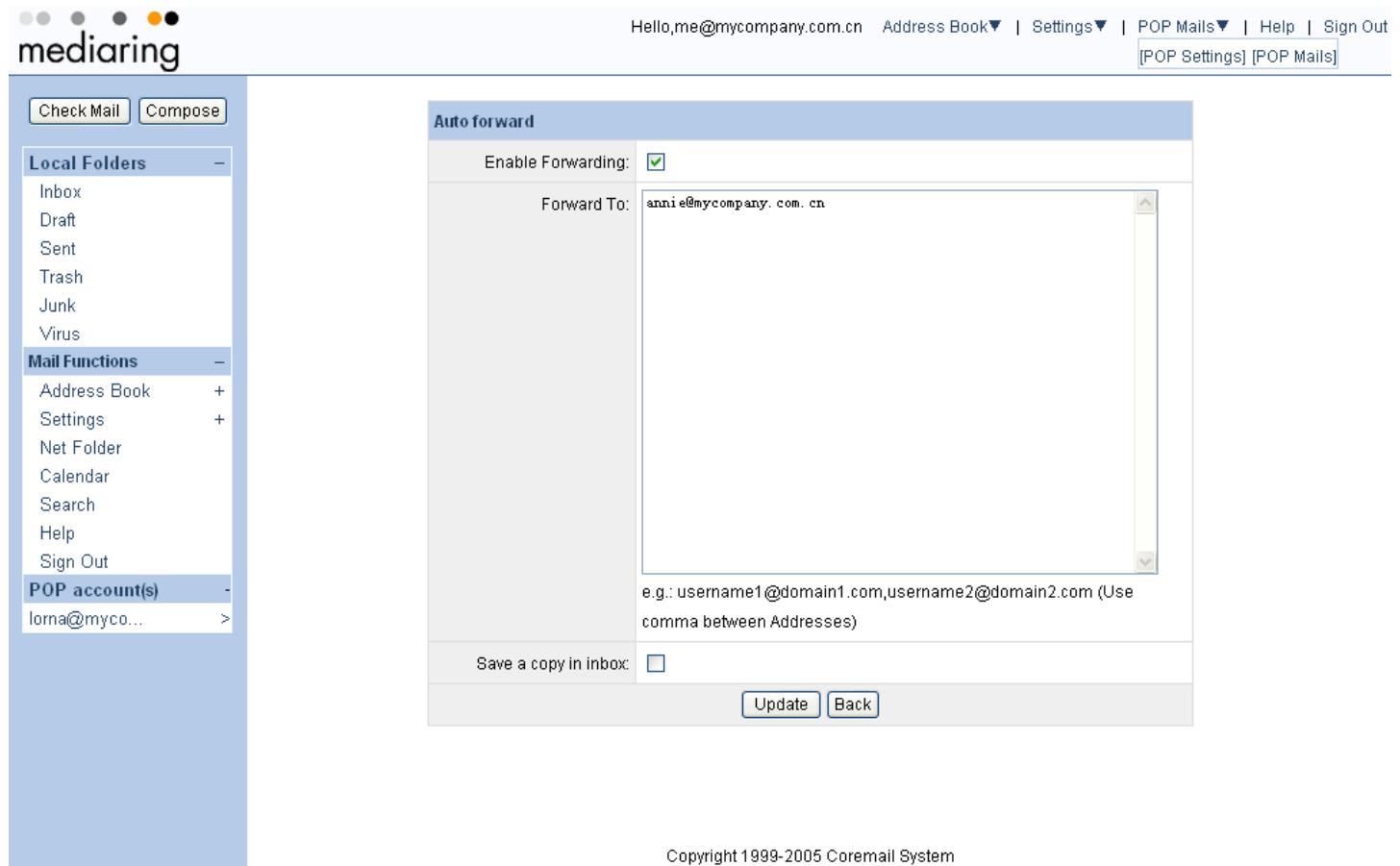
Click “Settings” under “Mail Function”. Input the information in the corresponding boxes, then press “Add”.



Signature	
Each signature can have up to 1,000 alphabets Can set up to 3 Signatures	
Create Name:	<input type="text" value="lorna"/> <input type="checkbox"/> html <input type="checkbox"/> Default
Content:	<pre>best wishes!</pre>
<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/>	

6.3.3 Auto Forward

1) Click “**Settings**” under “**Mail Function**”, and click “**Auto Forward**”. Select “**Enable Forwarding**” and input the mail address that will be forwarded to in the “**Forward To**” box, then press “**Update**” to confirm.

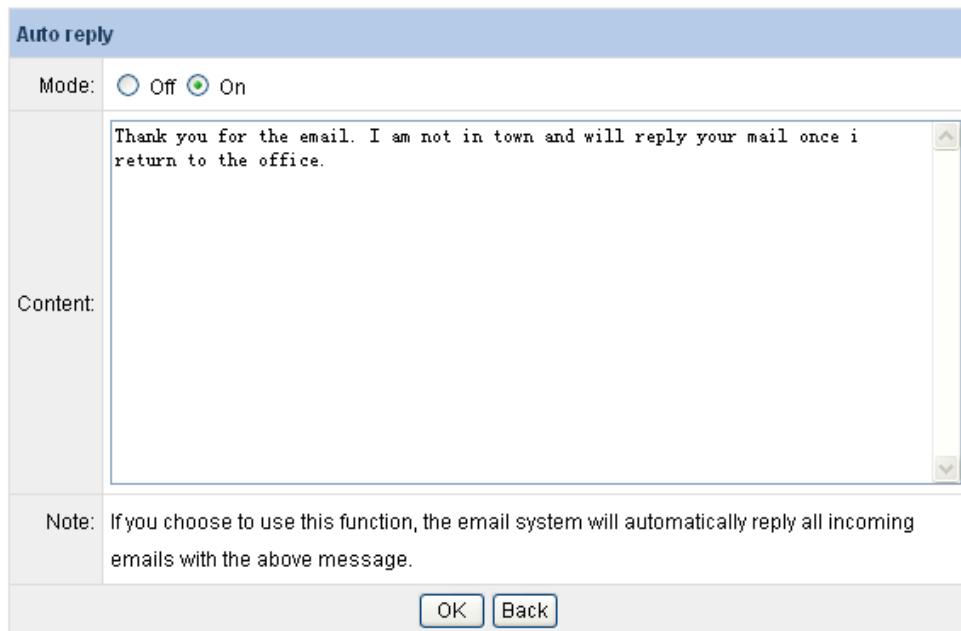


2) You can check from the following page to see if the “**Auto-Forward**” setting is successful.



6.3.4 Auto Reply

1) Click “Settings” under “Mail Function”, and click “Auto Reply”. Select the “On” mode and input the content in the “Content” box, then press “OK” to confirm.

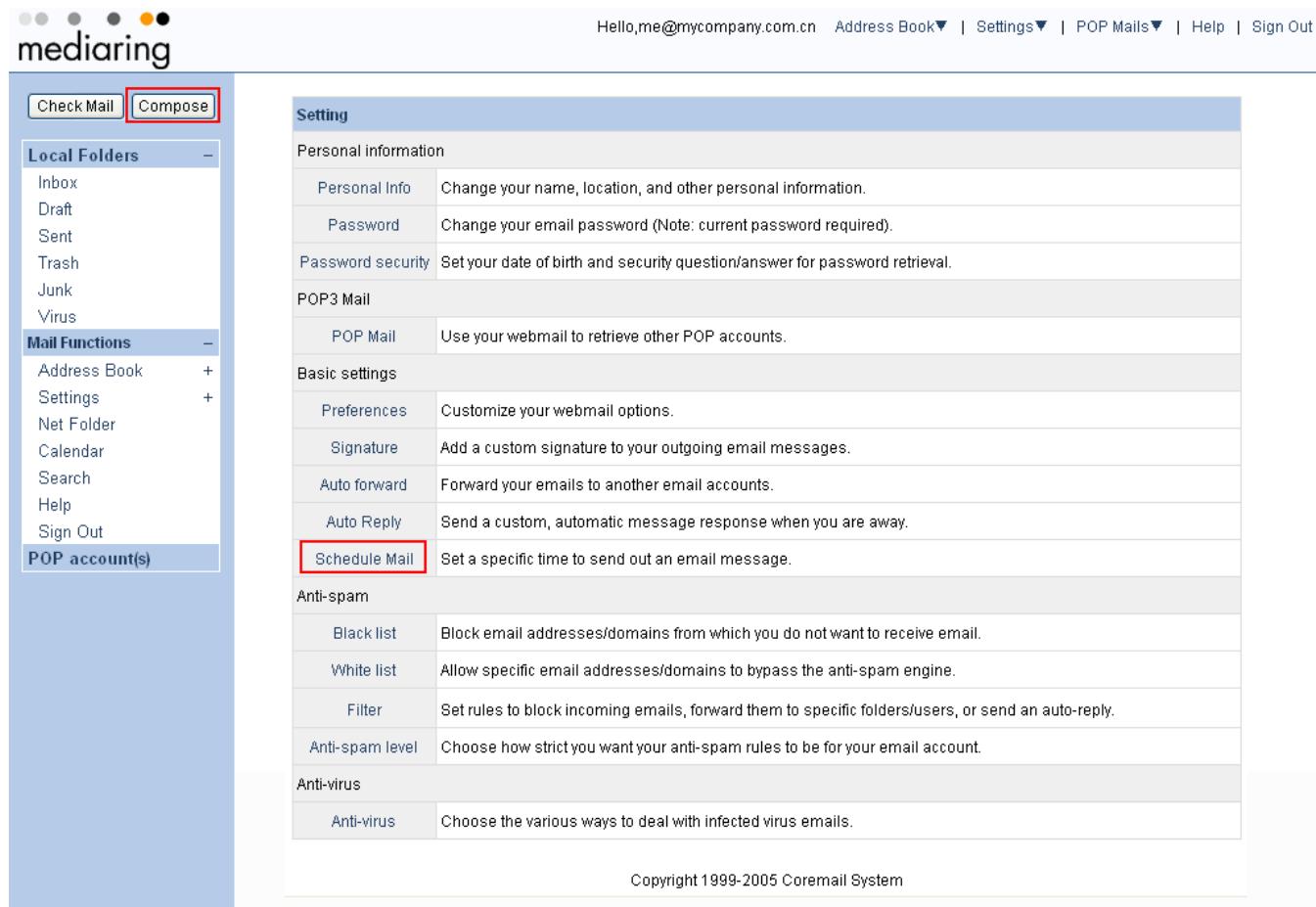


2) You can check from the following page to see if “Auto-Reply” is set successfully.



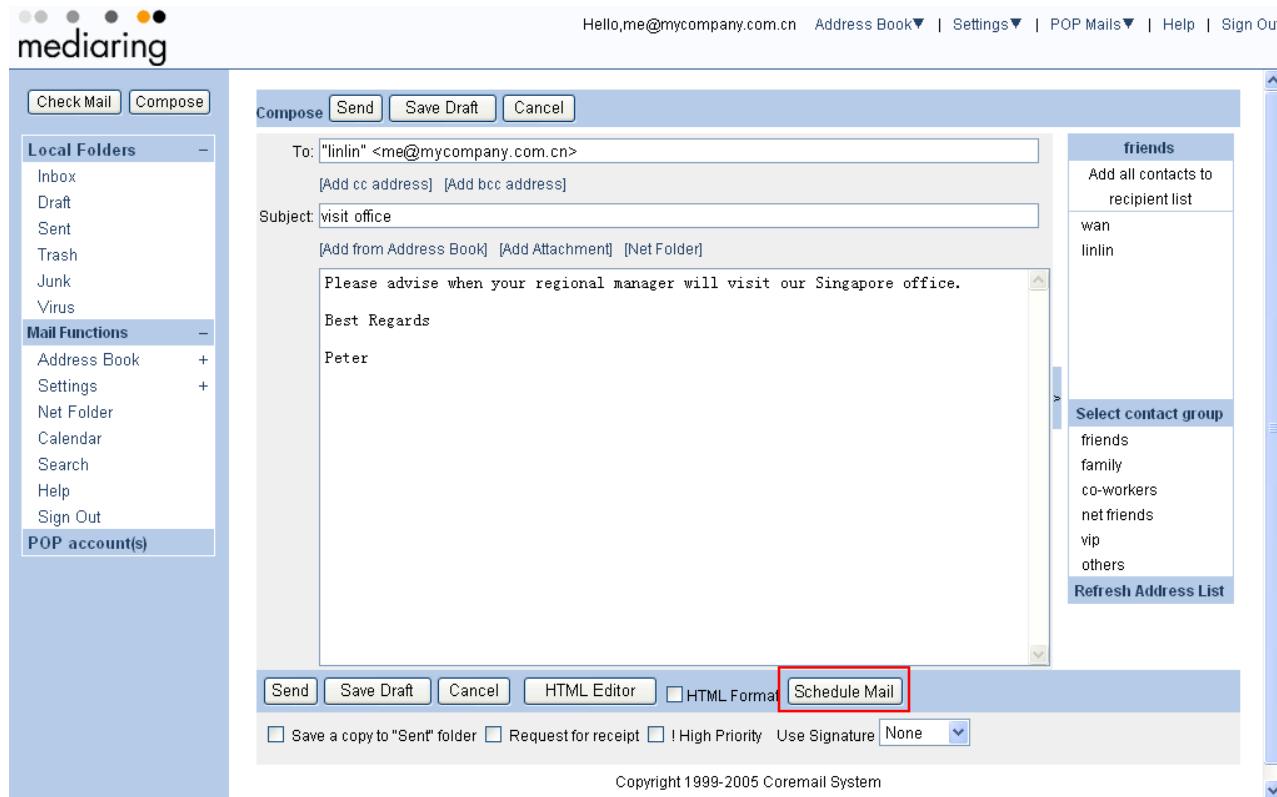
6.3.5 Schedule Mail

1) Click “Settings” under “Mail Function”, and click “Schedule Mail” to view mails which are scheduled to send. If you want to schedule to send an email, you need to do that when you compose your email. Click “Compose” to go to compose your mail.



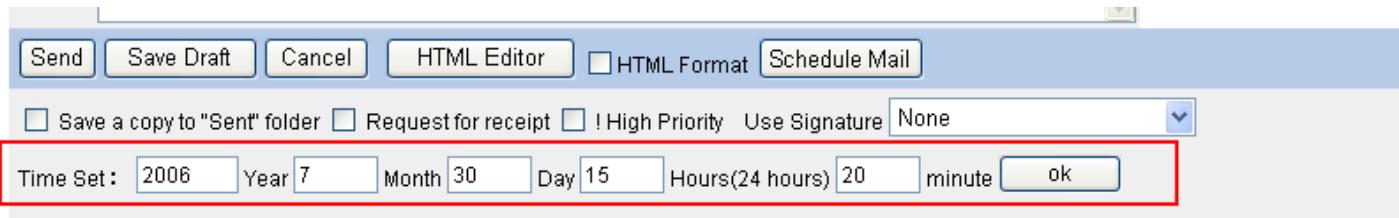
The screenshot shows the Coremail System's Settings page. The left sidebar has a 'Mail Functions' section with 'Schedule Mail' highlighted. The main content area is titled 'Setting' and contains several sections: 'Personal information', 'POP3 Mail', 'Anti-spam', and 'Anti-virus'. In the 'POP3 Mail' section, the 'Schedule Mail' option is highlighted with a red box. The footer of the page says 'Copyright 1999-2005 Coremail System'.

2) Compose mail and choose “Schedule Mail” located on the bottom left of the page.



The screenshot shows the Coremail System's Compose page. The left sidebar has a 'Mail Functions' section with 'Compose' highlighted. The main content area has a 'Compose' toolbar with 'Send', 'Save Draft', and 'Cancel' buttons. The message body contains a text message: "Please advise when your regional manager will visit our Singapore office." and "Best Regards Peter". To the right of the message body is a 'friends' contact list with 'wan' and 'linlin'. Below the contact list is a 'Select contact group' dropdown with options like 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'others'. At the bottom of the page is a 'Schedule Mail' button, which is highlighted with a red box. The footer of the page says 'Copyright 1999-2005 Coremail System'.

3) Input the relative information in the corresponding boxes, then press “OK” to confirm.



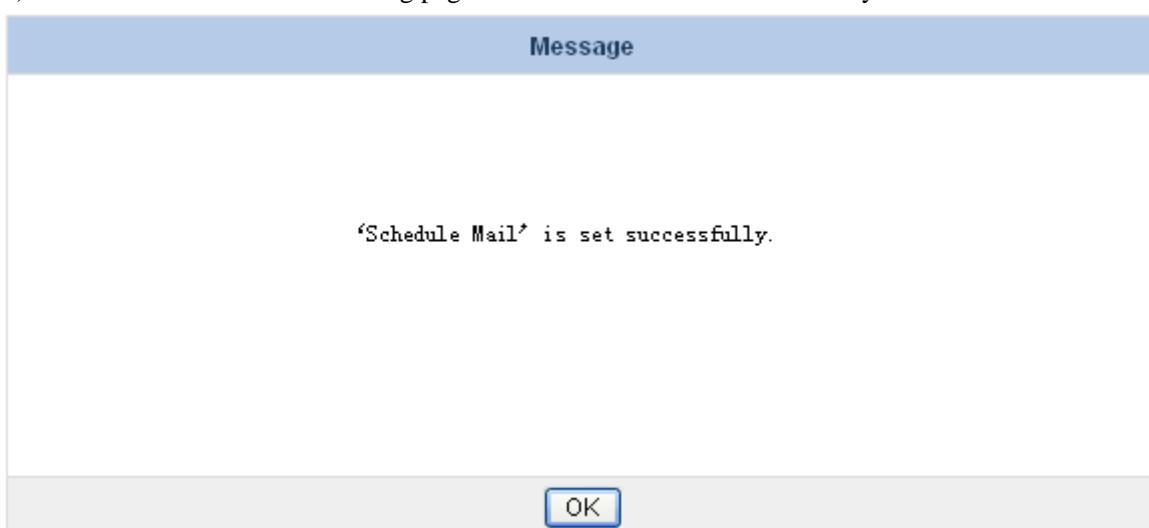
Send Save Draft Cancel HTML Editor HTML Format Schedule Mail

Save a copy to "Sent" folder Request for receipt ! High Priority Use Signature None

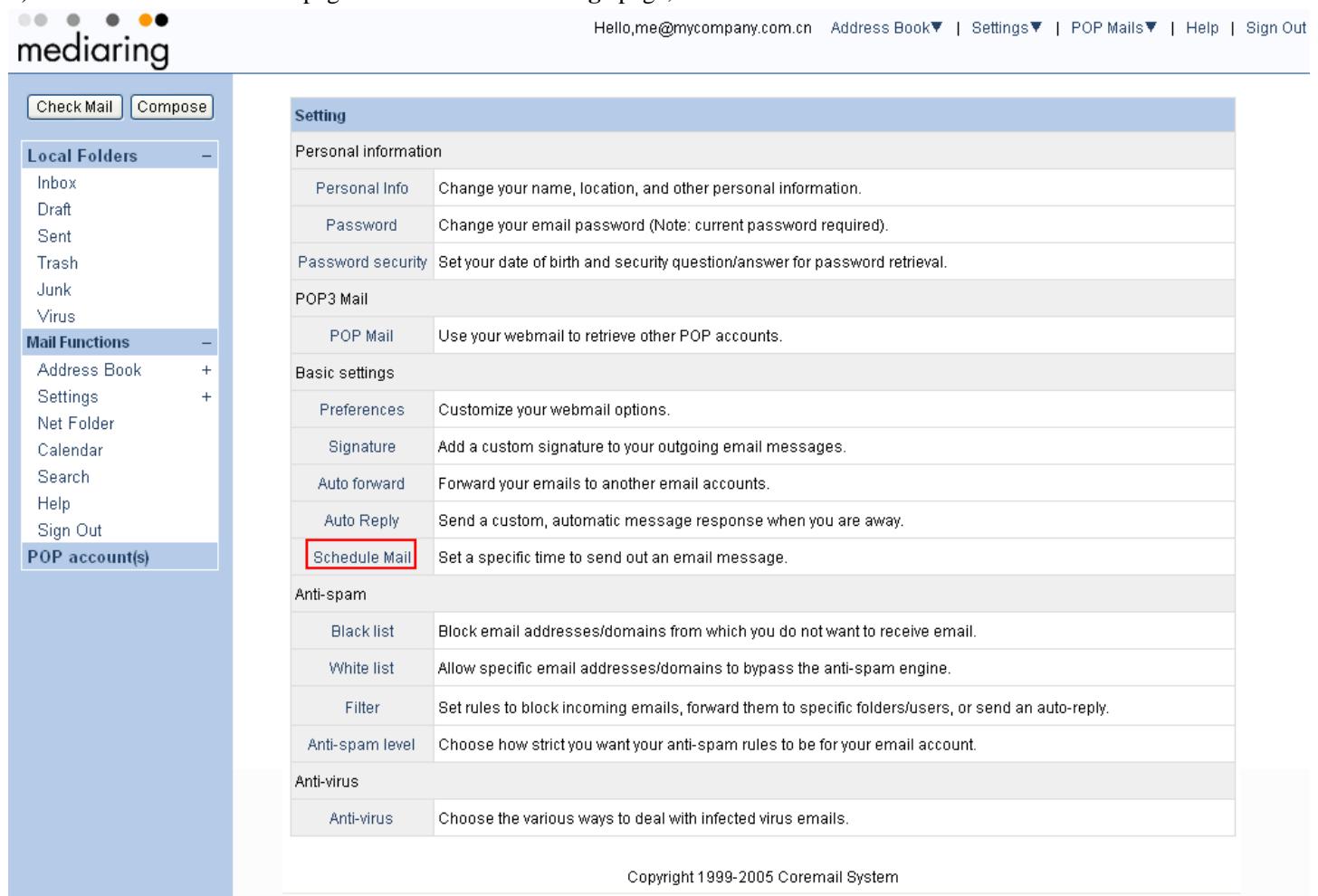
Time Set: 2006 Year 7 Month 30 Day 15 Hours(24 hours) 20 minute 20 ok

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4) You can check from the following page to see if the time is set successfully.



5) Press “OK” on the above page to return to the “Setting” page, then click “Schedule Mail”.



mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Setting

Personal information

- Personal Info Change your name, location, and other personal information.
- Password Change your email password (Note: current password required).
- Password security Set your date of birth and security question/answer for password retrieval.

POP3 Mail

- POP Mail Use your webmail to retrieve other POP accounts.

Basic settings

- Preferences Customize your webmail options.
- Signature Add a custom signature to your outgoing email messages.
- Auto forward Forward your emails to another email accounts.
- Auto Reply Send a custom, automatic message response when you are away.
- Schedule Mail Set a specific time to send out an email message.

Anti-spam

- Black list Block email addresses/domains from which you do not want to receive email.
- White list Allow specific email addresses/domains to bypass the anti-spam engine.
- Filter Set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.
- Anti-spam level Choose how strict you want your anti-spam rules to be for your email account.

Anti-virus

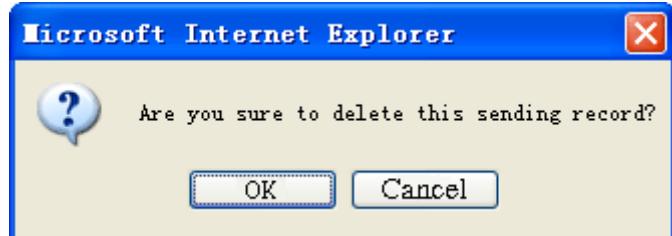
- Anti-virus Choose the various ways to deal with infected virus emails.

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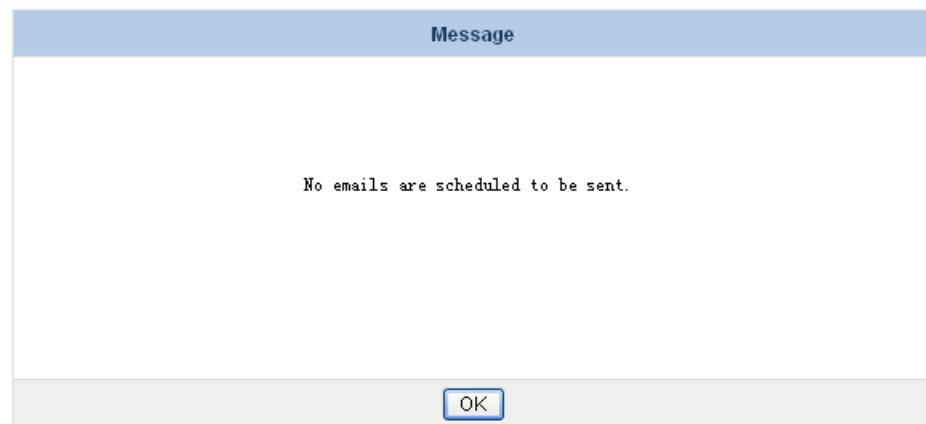
6) You can see the details of the “**Schedule Mail**” of the email.

Schedule Mail				
Message 1 to 1 (total 1)				
New	From	Date	Subject	Delete
1	"wan" <wan@mycompany.com.cn>	2006.07.15 14:20	Hello	<input type="button" value="Delete"/>

7) If you want to delete the email that has been set to send, press “**Delete**”, press “**OK**” to confirm.



8) You can check from the following page to see if the email has been deleted.



6.4 Anti-Spam

6.4.1 “Black List” Setting

1. Add an email address to the “Black List”.

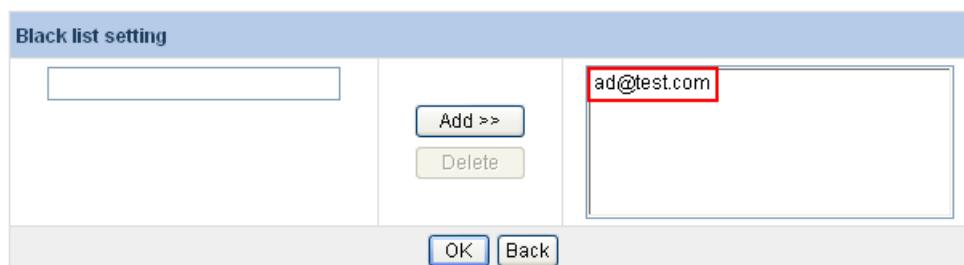
1) Click “Settings” under “Mail Function”, and click “Black List”.



2) Input the mail address in the box on the left, then press “Add”.



3) Then the mail address will be listed in the box on the right, press “OK” to confirm.



4) You can check from the following page to see if mail address is listed on the “Black List”.



2. Delete an email address from the “Black List”.

- 1) Select the mail address in box on the right, then press “Delete”.



- 2) You can check from the following page to see if the mail address is deleted successfully.



6.4.2 “White List” setting

1. Add an email address to the “White List”.

1) Click “Settings” under “Mail Function”, and click “White List”.



2) Input the mail address in the box on the left, then press “Add”.



3) Then the mail address will be listed in the box on the right, press “OK” to confirm.

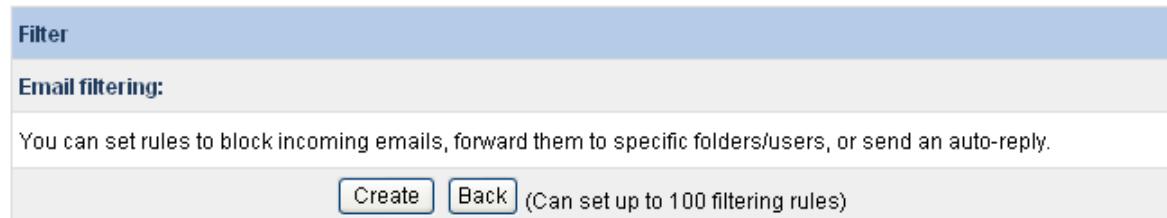


4) You can check from the following page to see if mail address is listed on the “White List”.



6.4.3 Filter Setting

1. Click “Settings” under “Mail Function”. Click “Filter” under “Anti-Spam” and click “Create”.



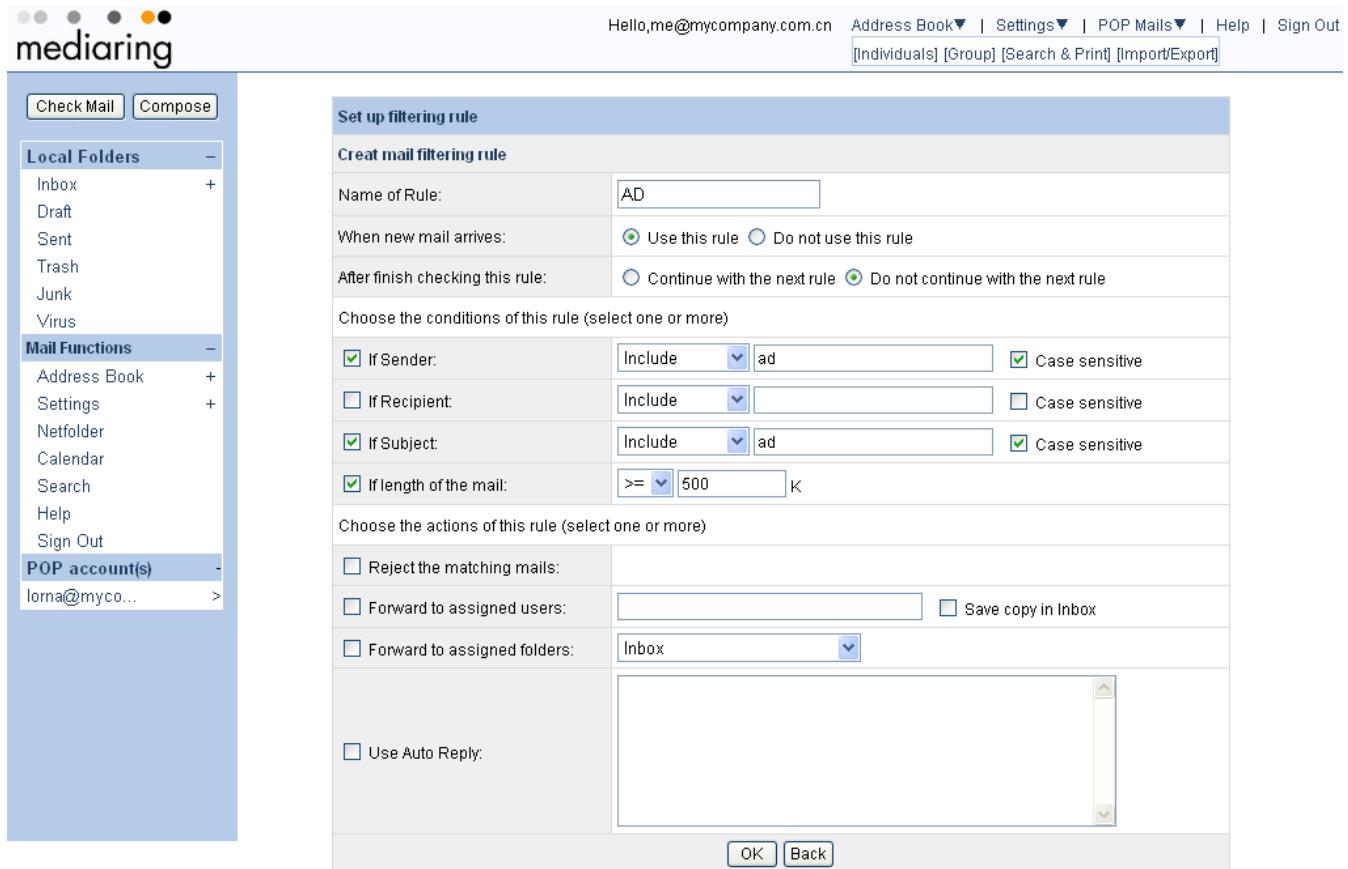
Filter

Email filtering:

You can set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Create Back (Can set up to 100 filtering rules)

2. Input the information in the relative boxes and create your own settings. Press “OK” to confirm.



mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out
[Individuals] [Group] [Search & Print] [Import/Export]

Check Mail Compose

Local Folders -
Inbox +
Draft
Sent
Trash
Junk
Virus

Mail Functions -
Address Book +
Settings +
Netfolder
Calendar
Search
Help
Sign Out

POP account(s) -
lorna@myco... >

Set up filtering rule

Create mail filtering rule

Name of Rule: AD

When new mail arrives: Use this rule Do not use this rule

After finish checking this rule: Continue with the next rule Do not continue with the next rule

Choose the conditions of this rule (select one or more)

If Sender: Include ad Case sensitive

If Recipient: Include Case sensitive

If Subject: Include ad Case sensitive

If length of the mail: \geq 500 K

Choose the actions of this rule (select one or more)

Reject the matching mails:

Forward to assigned users: Save copy in Inbox

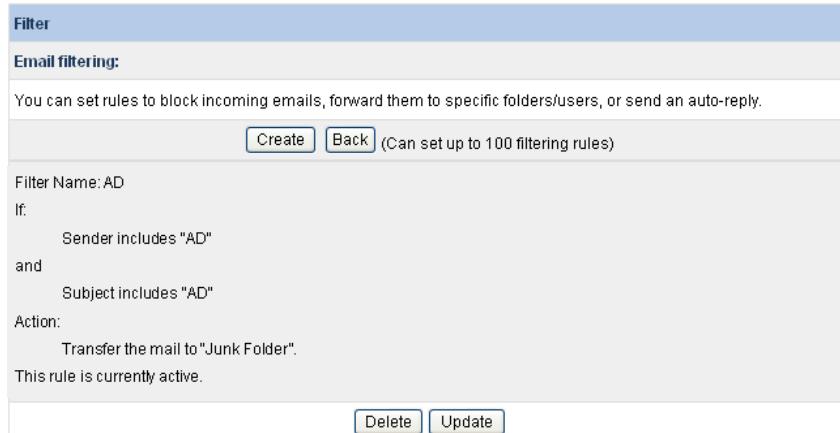
Forward to assigned folders: Inbox

Use Auto Reply:

OK Back

Copyright 1999-2005 Coremail System

3. You can check from the following page to see if the setting is created successfully.



Filter

Email filtering:

You can set rules to block incoming emails, forward them to specific folders/users, or send an auto-reply.

Create Back (Can set up to 100 filtering rules)

Filter Name: AD

If:
Sender includes "AD"

and
Subject includes "AD"

Action:
Transfer the mail to "Junk Folder".

This rule is currently active.

Delete Update

6.4.4 Anti-Spam level

1. Click “Settings” under “Mail Function”. Click “Anti-Spam Level” under “Anti-Spam”.

Anti-spam level		
Define Junk Mails level:	<input type="radio"/> Low	Do not adopt this option
	<input checked="" type="radio"/> Medium	If the sender's address is not on the Address Book or white list; or if the receipt's address is not included in the "To" or "cc" box, the emails are classified as junk mails.
	<input type="radio"/> High	If the recipient's address is not included in the Address Book or White List, the mails are classified as junk mails.
Actions forJunk Mails:	<input type="radio"/>	Move to "Junk" folder(The emails will be removed automatically on a regular basis.)
	<input checked="" type="radio"/>	Reject directly

2. Select one of the parameters from “Define Junk Mails level”, for example Medium and “Actions for junk mail”, for example Reject directly, then press “OK” to confirm.

Anti-spam level		
Define Junk Mails level:	<input type="radio"/> Low	Do not adopt this option
	<input checked="" type="radio"/> Medium	If the sender's address is not on the Address Book or white list; or if the receipt's address is not included in the "To" or "cc" box, the emails are classified as junk mails.
	<input type="radio"/> High	If the recipient's address is not included in the Address Book or White List, the mails are classified as junk mails.
Actions forJunk Mails:	<input type="radio"/>	Move to "Junk" folder(The emails will be removed automatically on a regular basis.)
	<input checked="" type="radio"/>	Reject directly

3. You can check from the following page to see if the “Anti-Spam Level” is set successfully.

Message
‘Anti-Spam level’ is set successfully.

6.4.5 Anti Virus

1) Click “Settings” under “Mail Function”, and click “Anti Virus”. Select the parameters then press “OK” to confirm.

Anti Virus		
1. Anti Virus Checking	<input type="radio"/> Activate <input checked="" type="radio"/> Deactivate	
2. When virus is detected	2.1 Virus cleaned successfully	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate what virus has been detected and cleaned
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
	2.2 Failure to clean virus	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate what virus has been detected, and the failure to clean off virus
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
	2.3 Ambiguous virus email	<input checked="" type="radio"/> Forward to Inbox as an attachment email, and indicate suspicious virus email has been detected
		<input type="radio"/> Forward to Virus folder, and mark email as infected
		<input type="radio"/> Abandon email
3. Notification to myself	<input type="checkbox"/> Notify Me	Notify me with the specific action taken (as listed above)
4. Notification to sender	<input type="checkbox"/> Notify sender	Notify sender on the virus infection, and advise them that their mail may not have reached designated recipients
<input type="button" value="OK"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>		

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2) You can check from the following page to see if the “Anti Virus” is set successfully.

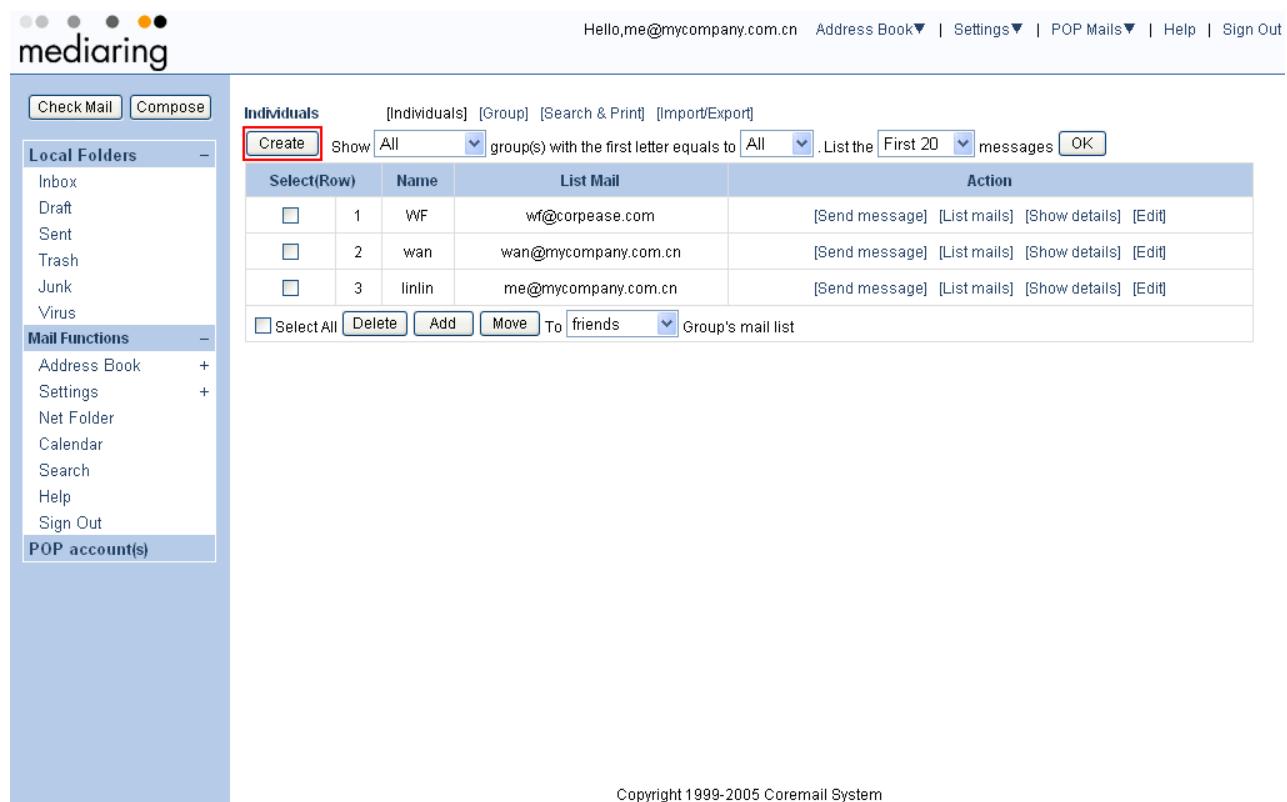
Message
<p>‘Anti Virus’ is set successfully.</p>
<input type="button" value="OK"/>

7. Address Book

7.1 Individual Address List

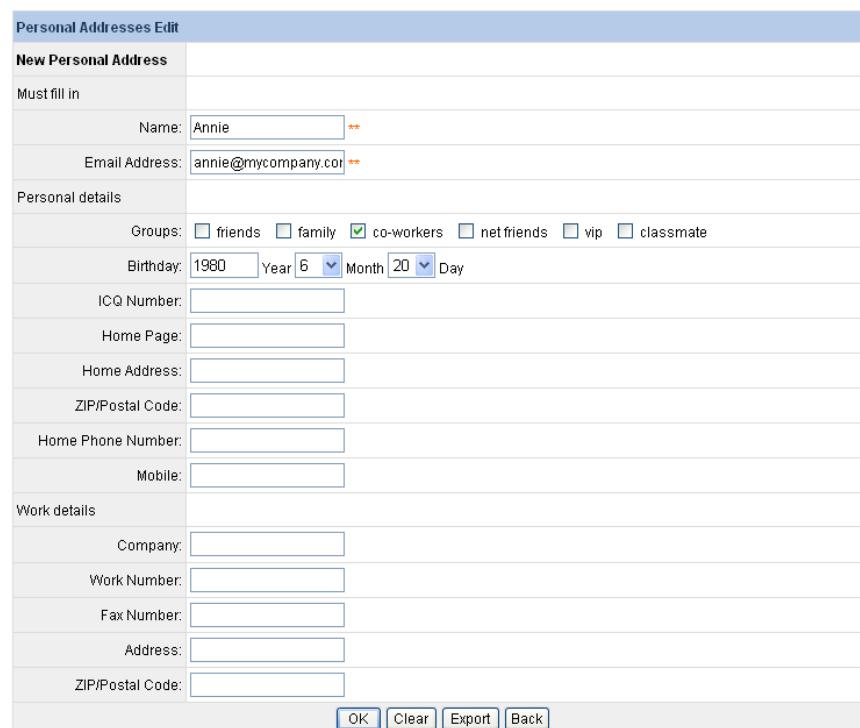
7.1.1 Create New Personal Address

1. Click “Create” to create new address.



The screenshot shows the Coremail Address Book interface. At the top, there are navigation links: Check Mail, Compose, Hello, me@mycompany.com.cn, Address Book ▾, Settings ▾, POP Mails ▾, Help, and Sign Out. On the left, a sidebar lists Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus) and Mail Functions (Address Book, Settings, Net Folder, Calendar, Search, Help, Sign Out). The main area is titled 'Individuals' and shows a list of existing contacts: WF (wf@corpease.com), wan (wan@mycompany.com.cn), and linlin (me@mycompany.com.cn). A 'Create' button is highlighted with a red box. Below the list are buttons for Select All, Delete, Add, Move, and a dropdown for 'To' with 'friends' selected. The footer of the interface displays the copyright notice: Copyright 1999-2005 Coremail System.

2. Input the relative information in the corresponding boxes, then press “OK” to confirm.



The screenshot shows the 'Personal Addresses Edit' form. The 'New Personal Address' section requires input for 'Name' (Annie) and 'Email Address' (annie@mycompany.com). The 'Personal details' section includes fields for 'Groups' (checkboxes for friends, family, co-workers, netfriends, vip, classmate), 'Birthday' (1980, 6, 20, Day), 'ICQ Number', 'Home Page', 'Home Address', 'ZIP/Postal Code', 'Home Phone Number', and 'Mobile'. The 'Work details' section includes fields for 'Company', 'Work Number', 'Fax Number', 'Address', and 'ZIP/Postal Code'. At the bottom are buttons for OK, Clear, Export, and Back.

3. You can check from the following page to see if the new personal address is created successfully.

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1 WF	wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All To friends Group's mail list

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7.1.2 Edit Personal Address

1. Edit Personal Address

- 1) Click “Edit” to edit address.

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1 WF	wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All To friends Group's mail list

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2) Please input the new Email Address in the relative box, then press “OK” to confirm.

Personal Addresses Edit

New Personal Address	
Must fill in	
Name:	WF <small>**</small>
Email Address:	wf@mycompany.com.cn <small>**</small>
Personal details	
Groups:	<input type="checkbox"/> friends <input type="checkbox"/> family <input checked="" type="checkbox"/> co-workers <input type="checkbox"/> netfriends <input type="checkbox"/> vip <input type="checkbox"/> classmate
Birthday:	1980 Year 6 Month 20 Day
ICQ Number:	<input type="text"/>
Home Page:	<input type="text"/>
Home Address:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Home Phone Number:	<input type="text"/>
Mobile:	<input type="text"/>
Work details	
Company:	<input type="text"/>
Work Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Address:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Clear"/> <input type="button" value="Export"/> <input type="button" value="Back"/>	

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3) You can check from the following page to see if the Email Address is edited successfully.

mediaring

Hello,me@mycompany.com.cn Address Book ▾ | Settings ▾ | POP Mails ▾ | Help | Sign Out

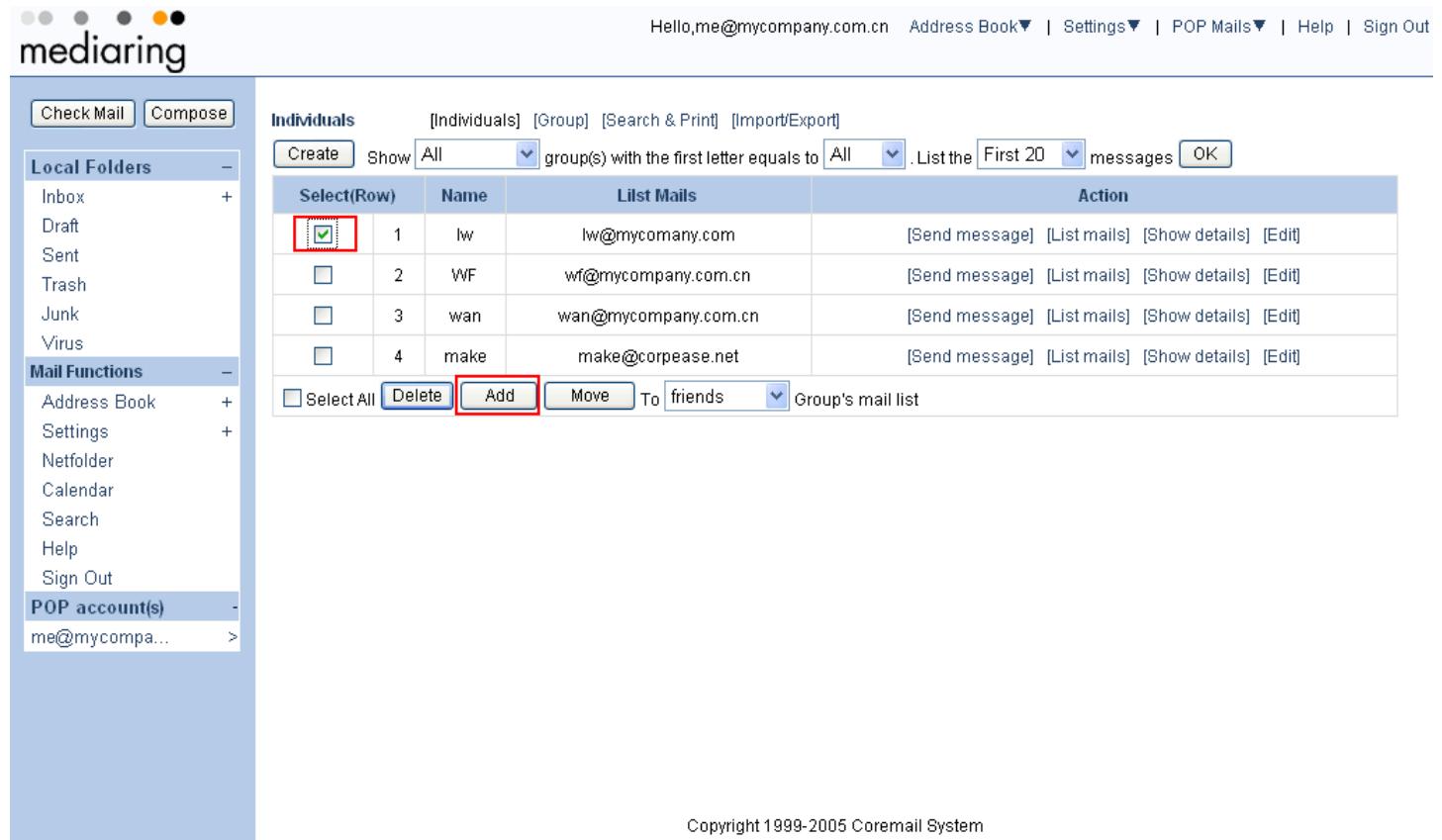
Individuals		[Individuals] [Group] [Search & Print] [Import/Export]	
Create	Show	All	group(s) with the first letter equals to All List the First 20 messages OK
<input type="checkbox"/>	1	WF <input type="text" value="wf@mycompany.com.cn"/>	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2	wan wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3	linlin me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4	Annie annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/> Select All <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Move"/> To <input type="text" value="friends"/> Group's mail list			

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7.1.3 Individual Address Book

1. Add Email Addresses to “Group” mail list

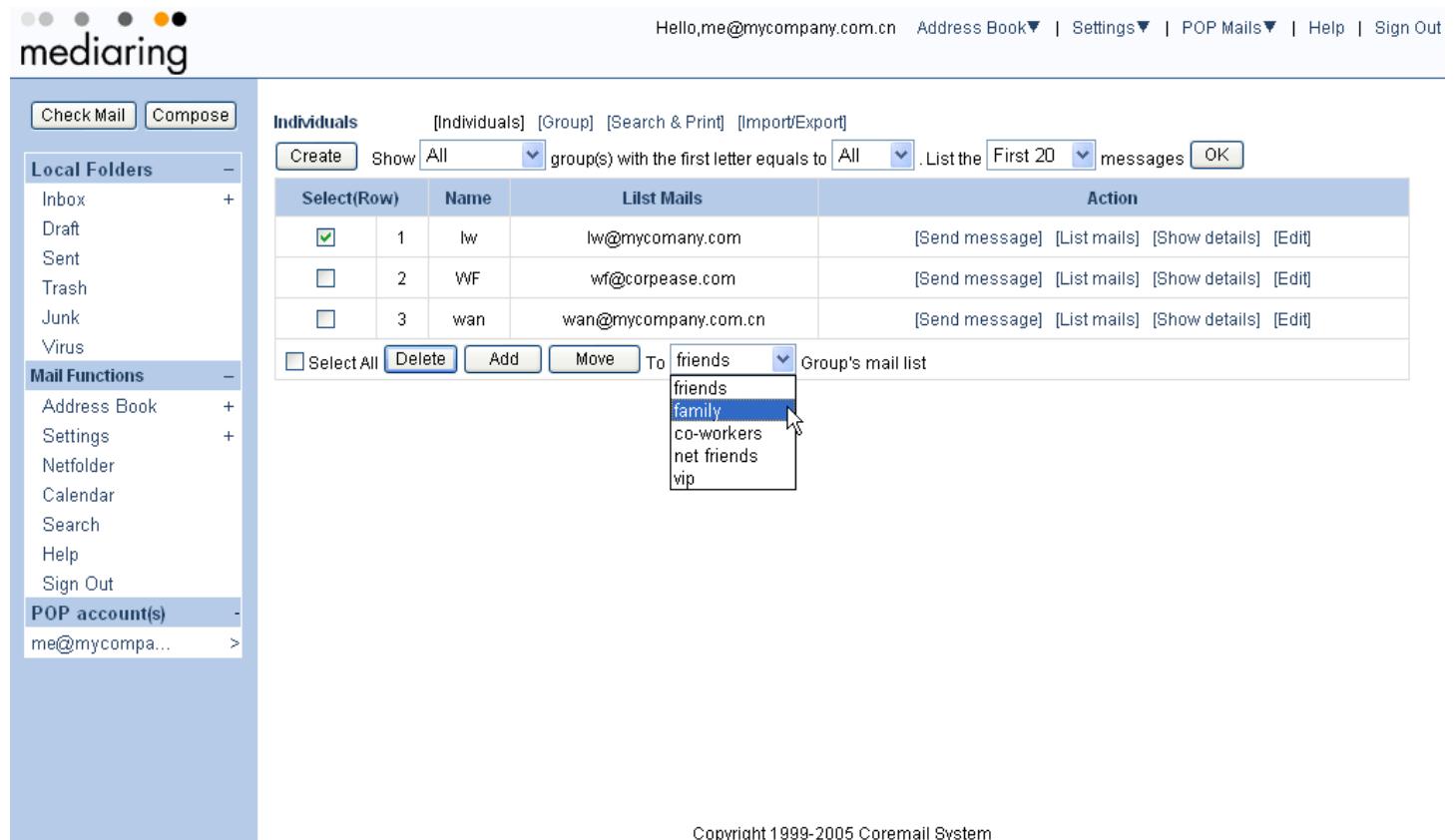
- 1) Select the Email Address, then press “Add”.



Coremail Address Book interface showing the 'Individuals' list. The 'Add' button is highlighted with a red box.

Row	Name	Email	Action
1	lw	lw@mycompany.com	[Send message] [List mails] [Show details] [Edit]
2	WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
3	wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
4	make	make@corpease.net	[Send message] [List mails] [Show details] [Edit]

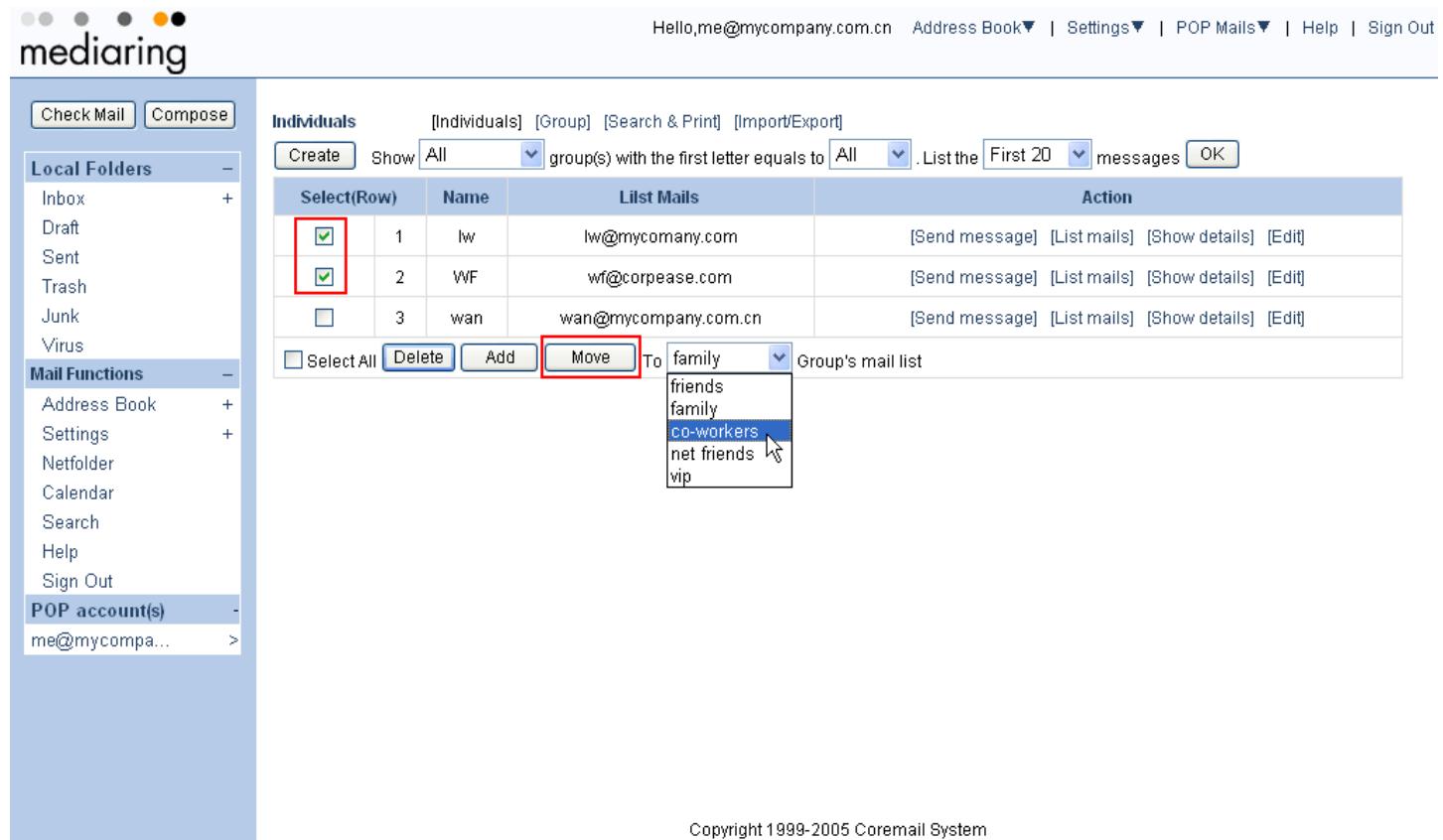
- 2) Select the desired “Group” from the pull down menu, for example, “family” and add the Email Address.



Coremail Address Book interface showing the 'Move' dialog. The 'To' dropdown menu is open, showing a list of groups: friends, family, co-workers, net friends, and vip. The 'family' option is highlighted with a red box.

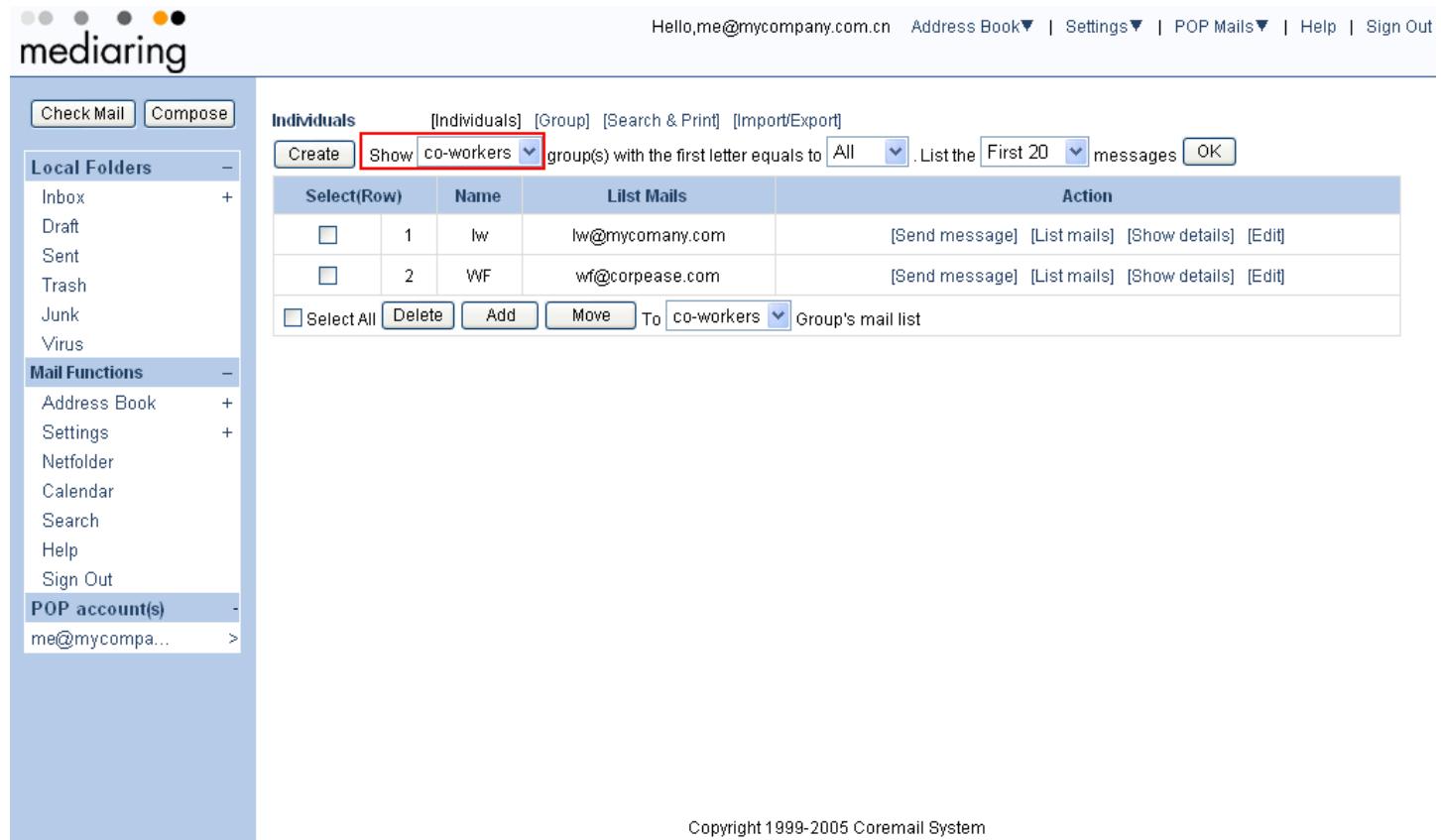
2. Move Email Address from its existing “Group” to another.

1) Select the Email Address to be moved from its existing “Group”, then press “Move”.



The screenshot shows the mediaring webmail interface. On the left, a sidebar lists 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out). A 'POP account(s)' section shows 'me@mycompa...'. The main content area is titled 'Individuals' with buttons for 'Create', 'Show All', 'Search & Print', and 'Import/Export'. A search bar filters results by the first letter, with dropdowns for 'group(s)' and 'messages'. A table lists three individuals: 'lw' (lw@mycompany.com), 'WF' (wf@corpease.com), and 'wan' (wan@mycompany.com.cn). The 'lw' and 'WF' rows are selected (indicated by red boxes around the checkboxes). The 'Move' button is highlighted with a red box. A dropdown menu for 'To' shows 'family' as the current selection, with other options: 'friends', 'family', 'co-workers' (which is highlighted with a blue box and has a cursor over it), 'net friends', and 'vip'. The footer says 'Copyright 1999-2005 Coremail System'.

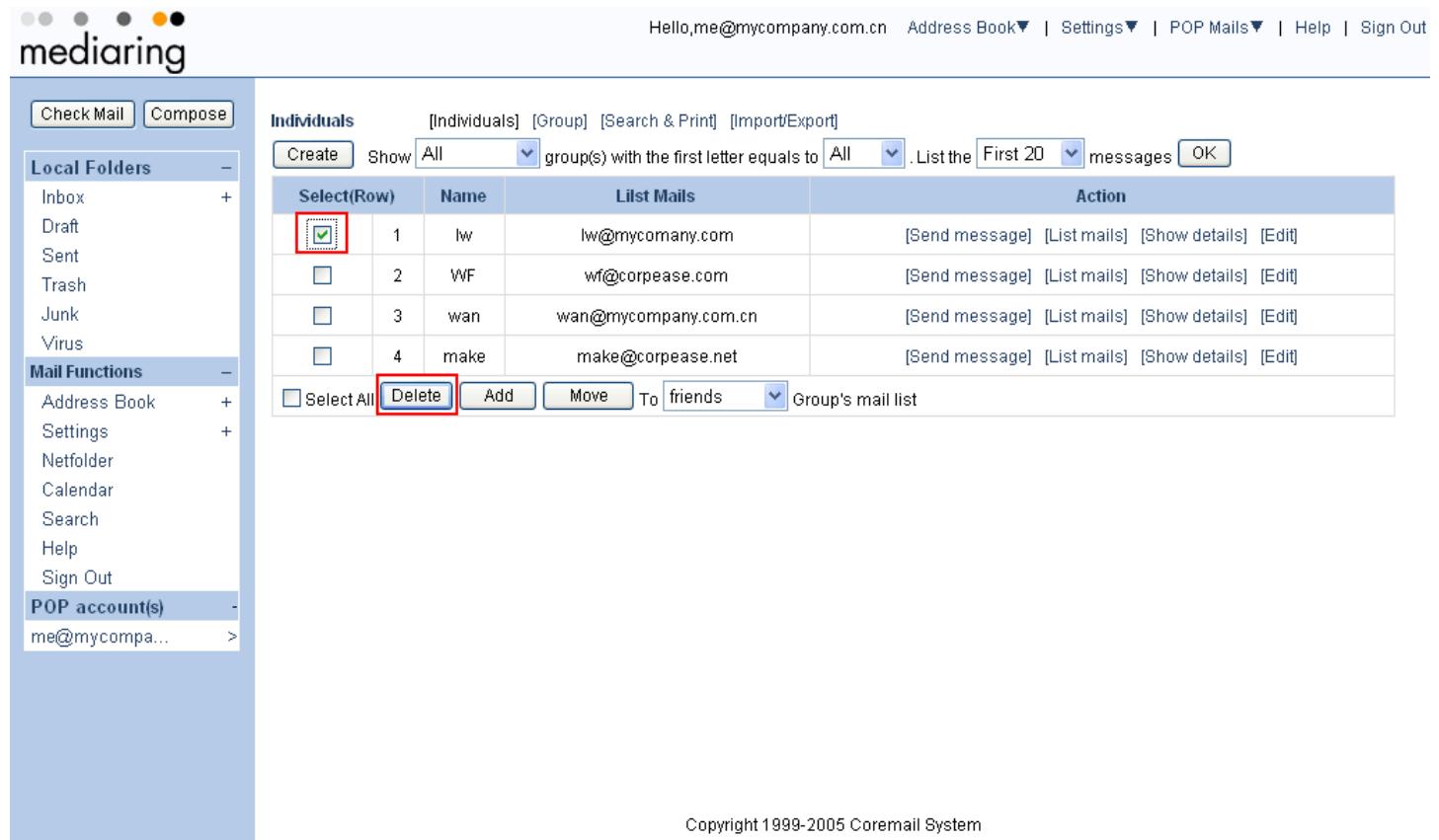
2) Choose the “Group” where the Email Address will be moved to.



The screenshot shows the mediaring webmail interface. The sidebar and 'POP account(s)' section are identical to the previous screenshot. The main content area is titled 'Individuals' with a 'Show' dropdown set to 'co-workers'. The search bar and table structure are the same, showing the same three individuals. The 'Move' button is highlighted with a red box. A dropdown menu for 'To' shows 'co-workers' as the current selection, with other options: 'friends', 'family', 'co-workers' (which is highlighted with a blue box and has a cursor over it), 'net friends', and 'vip'. The footer says 'Copyright 1999-2005 Coremail System'.

3. Delete an Email Address

1) Select the Email Address that will be deleted, then press “Delete”.



mediaring

Hello,me@mycompany.com.cn Address Book | Settings | POP Mails | Help | Sign Out

Check Mail Compose

Local Folders

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions

- Address Book
- Settings
- Netfolder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

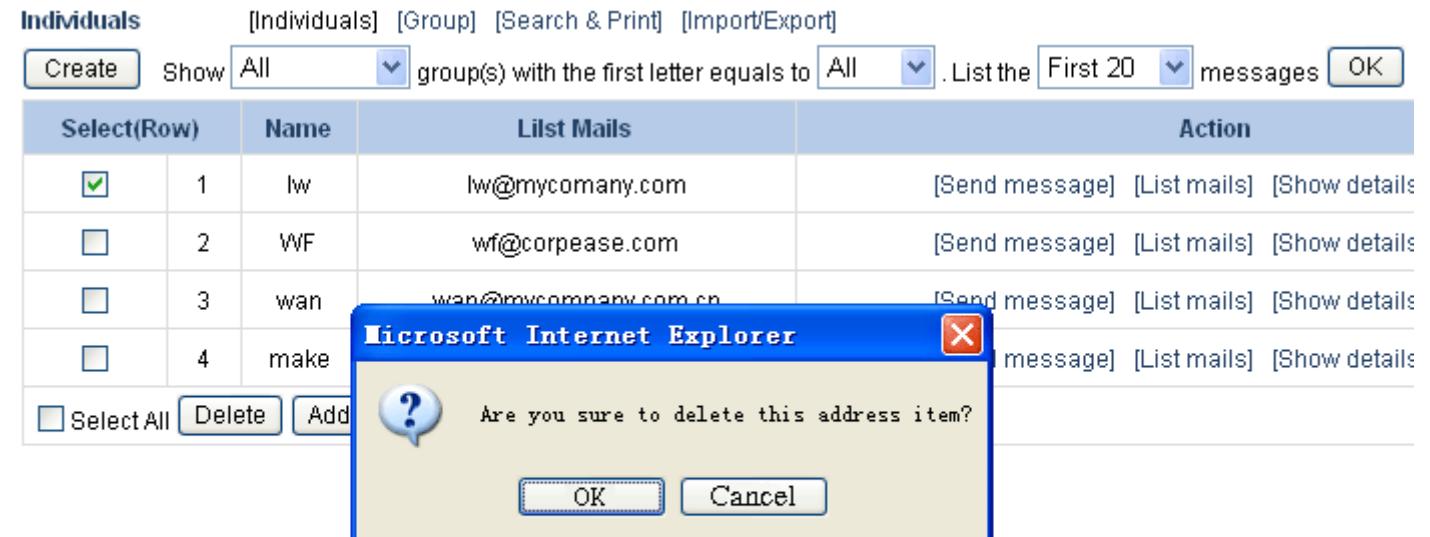
me@mycompa... >

Copyright 1999-2005 Coremail System

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 WF	wf@corpease.com	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 make	make@corpease.net	[Send message] [List mails] [Show details] [Edit]

Select All **Delete** Add Move To friends Group's mail list

2) Click “OK” to confirm.



Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show All group(s) with the first letter equals to All . List the First 20 messages OK

Select(Row)	Name	List Mails	Action
<input checked="" type="checkbox"/>	1 lw	lw@mycompany.com	[Send message] [List mails] [Show details]
<input type="checkbox"/>	2 WF	wf@corpease.com	[Send message] [List mails] [Show details]
<input type="checkbox"/>	3 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details]
<input type="checkbox"/>	4 make	make@corpease.net	[Send message] [List mails] [Show details]

Select All **Delete** Add

Microsoft Internet Explorer

Are you sure to delete this address item?

OK Cancel

3) You can check from the page below to see if the Email Address is deleted successfully.

Coremail System Screenshot showing the 'Individuals' list. The 'To' field is set to 'friends'. The list shows three entries:

Row	Name	Email	Action
1	WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
2	wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
3	linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

7.1.4 Search an Email Address from the Individual Address Book

1) Select the desired “Group”, for example, “friends”.

Coremail System Screenshot showing the 'Individuals' list. The 'To' field is set to 'friends'. A dropdown menu is open over the 'friends' button, showing options: All, friends, family, co-workers, net friends, and vip. The 'friends' option is selected.

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2) Find the Email Address from the “first letter equals to” pull down menu. For example, if you are looking for “wf@mycompany.com.cn”, then you select “w/W”.

mediaring

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to All .List the First 10 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1 WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All To friends Group's mail list

All
a/A
b/B
c/C
d/D
e/E
f/F
g/G
h/H
i/I
j/J
k/K
l/L
m/M
n/N
o/O
p/P
q/Q
r/R
s/S
t/T
u/U
v/V
w/W
x/X
y/Y
z/Z
Other

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3) Then select from the pull down menu which you think the Email Address will be included in, for example, “First 10”.

mediaring

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to w/W .List the First 10 messages OK

Select(Row)	Name	List Mail	Action
<input type="checkbox"/>	1 WF	wf@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	2 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	3 linlin	me@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]
<input type="checkbox"/>	4 Annie	annie@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All To friends Group's mail list

First 10
First 20
First 50
First 100
All

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4) You can check from the following page to see if wf@mycompany.com.cn is found.

Individuals [Individuals] [Group] [Search & Print] [Import/Export]

Create Show friends group(s) with the first letter equals to w/W .List the First 10 messages OK

Select(Row)	Name	List Mails	Action
<input type="checkbox"/>	1 wan	wan@mycompany.com.cn	[Send message] [List mails] [Show details] [Edit]

Select All [Delete] [Add] [Move] To friends Group's mail list

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7.2 Group Mail List

7.2.1 Create a new group

1. Input the Group Name, (for example, "classmate") in the box under "Create Group", then press "Create".

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]

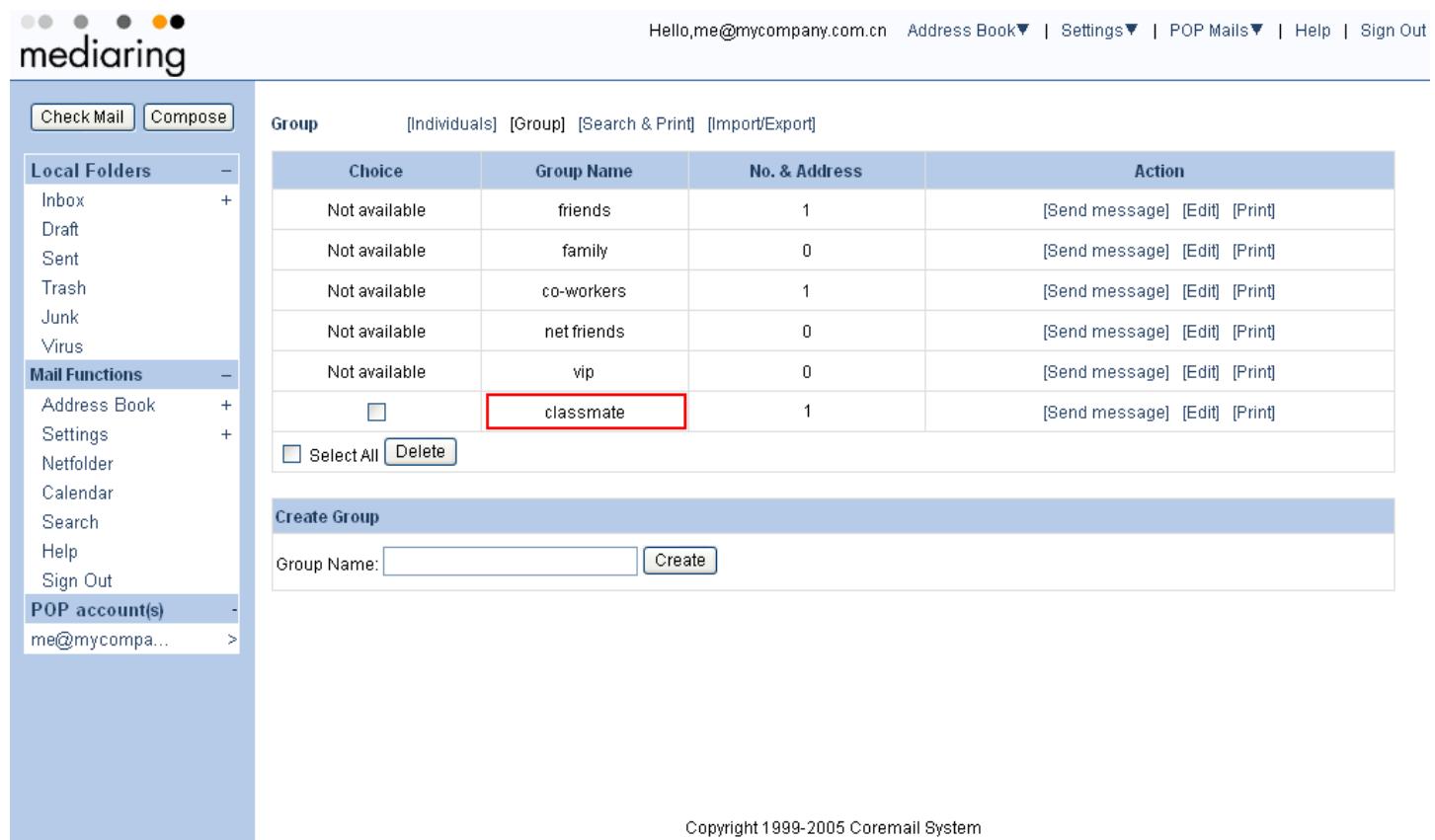
Select All [Delete]

Create Group

Group Name:

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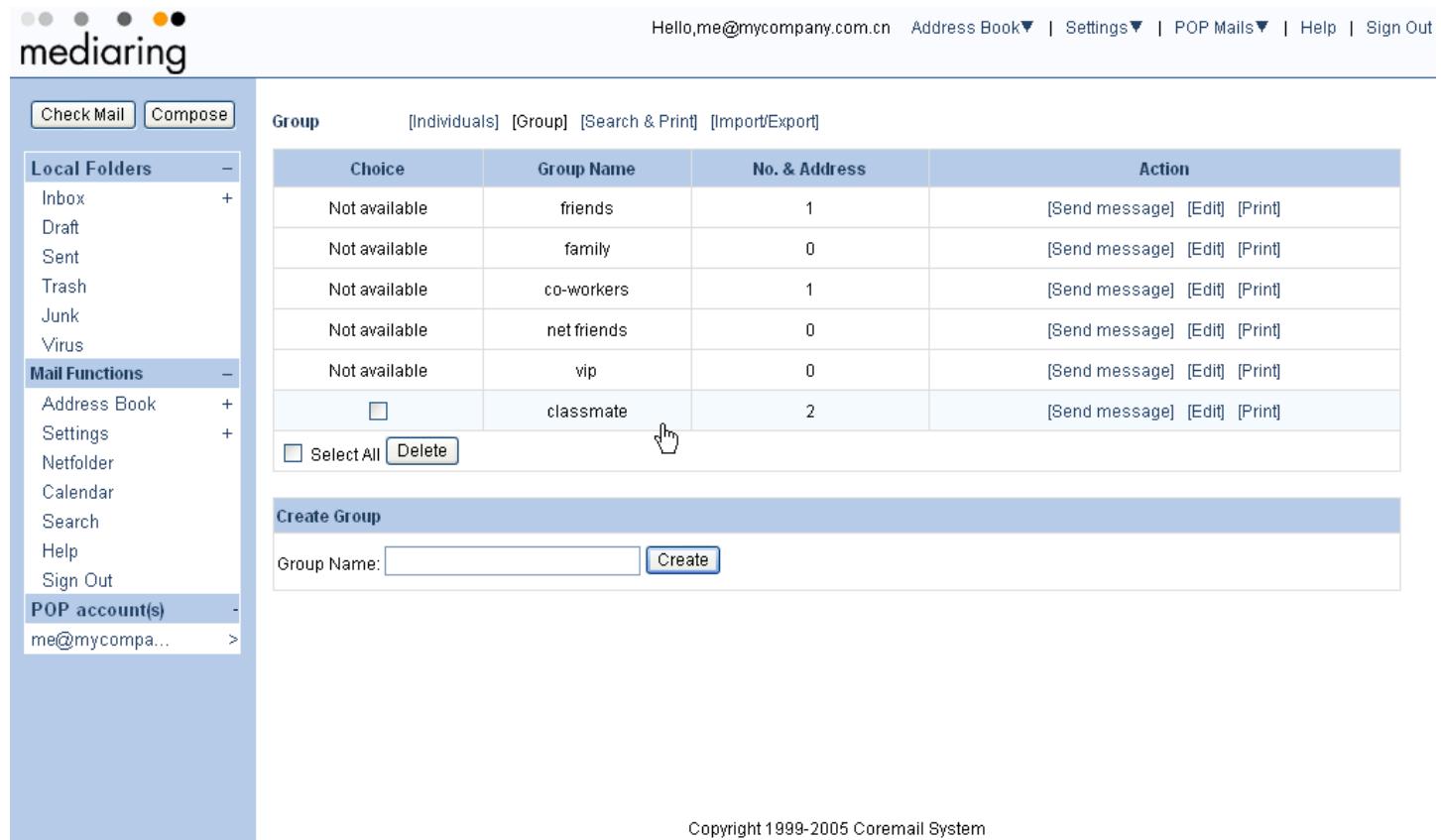
2. You can check from the following page to see if “**classmate**” is created successfully.



The screenshot shows the mediaring webmail interface. The left sidebar includes 'Check Mail' and 'Compose' buttons, and sections for 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and 'POP account(s)' (me@mycompa...). The main content area is titled 'Group' with sub-links: [Individuals], [Group], [Search & Print], and [Import/Export]. A table lists groups: friends (No. 1), family (No. 0), co-workers (No. 1), net friends (No. 0), vip (No. 0), and classmate (No. 1, highlighted with a red box). Action buttons for each row include [Send message], [Edit], and [Print]. Below the table are 'Select All' and 'Delete' buttons. A 'Create Group' section with a 'Group Name:' input field and a 'Create' button is also present. The footer reads 'Copyright 1999-2005 Coremail System'.

7.2.2 Send emails to a group

1. Select a Group. For example “**classmate**”.



The screenshot shows the mediaring webmail interface. The left sidebar includes 'Check Mail' and 'Compose' buttons, and sections for 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and 'POP account(s)' (me@mycompa...). The main content area is titled 'Group' with sub-links: [Individuals], [Group], [Search & Print], and [Import/Export]. A table lists groups: friends (No. 1), family (No. 0), co-workers (No. 1), net friends (No. 0), vip (No. 0), and classmate (No. 2, highlighted with a red box). Action buttons for each row include [Send message], [Edit], and [Print]. A cursor is pointing at the 'Delete' button for the classmate group. Below the table are 'Select All' and 'Delete' buttons. A 'Create Group' section with a 'Group Name:' input field and a 'Create' button is also present. The footer reads 'Copyright 1999-2005 Coremail System'.

2. Input the subject and content, then press “Send”.

The screenshot shows the mediaring email client interface. On the left, there is a sidebar with 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus), 'Mail Functions' (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and 'POP account(s)' (me@mycompany.com). The main area is titled 'Compose' with buttons for 'Send' (highlighted with a red box), 'Save Draft', and 'Cancel'. The 'To:' field contains 'wan@mycompany.com.cn,make@corpease.net'. The 'Subject:' field is 'Gathering'. The message body contains 'Dinner gathering on 8th July 2006 at Hard Rock's cafe. Please advise availability.' and 'best wishes!'. On the right, there is a 'friends' sidebar with 'Add all contacts to recipient list' and a list of contacts including 'wan'. Below it is a 'Select contact group' sidebar with options like 'friends', 'family', 'co-workers', 'net friends', 'vip', and 'classmate', with 'friends' selected. At the bottom, there are buttons for 'Send', 'Save Draft', 'Cancel', 'HTML Editor', 'HTML Format', 'Time Set', and checkboxes for 'Save a copy to "Sent" folder', 'Request for receipt', 'High Priority', 'Use Signature', and a dropdown for 'Signature' set to 'lorna1'.

3. You can check from the following page to see if the mail is sent to the group “class” successfully.

The screenshot shows a success message titled 'Mail Sent Successfully'. The message content is: 'Successful to send the mail to wan@mycompany.com.cn,make@corpease.net', 'Message saved to "Sent" folder.', '[Save Address to Address Book]', and 'Click "Return" to the "Local Folder" page.' At the bottom, there is a 'Return' button.

7.2.3 Edit group List

1. Click “Edit” from a selected Group, for example, “classmate”. Please note that the “default groups”, for example, “friends”, “family”, “co-workers”, “net friends”, “vip” cannot be amended.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	0	[Send message] [Edit] [Print]

Select All

Create Group

Group Name:

2. The following page will appear after you click “Edit”. Select username from the “Full Address List” and press “Add to Group”.

Revise Mail List

Group Name:

Full Address List:

Full Address list	Group Address
wan linan WF linlin Annie	

3. After the addresses are added, press “Amend”.

Revise Mail List

Group Name:

Full Address List:

Full Address list	Group Address
wan linan	WF linlin Annie

4. The following will appear after you click “Amend”. You can see that the total of addresses under “classmate” has become 3.

Group	[Individuals] [Group] [Search & Print] [Import/Export]		
Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]

Select All

Create Group

Group Name:

7.2.4 Print group List

1. Click “Print” from a selected “Group”.

Group	[Individuals] [Group] [Search & Print] [Import/Export]		
Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]

Select All

Create Group

Group Name:

2. The information shown under this “Group” will be printed.

mediaring

Check Mail Compose

Local Folders -

- Inbox
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Net Folder
- Calendar
- Search
- Help
- Sign Out

POP account(s)

WF

Home Address:

Office Address:

Email: wf@mycompany.com.cn

Name: WF

Grouping: co-workers;classmate

Print Back

[Amend][Send Mail][Read Mail][Delete]

Account Information

Annie

Home Address:

Office Address:

BirthDay: 19800620

Email: annie@mycompany.com.cn

Name: Annie

Grouping: co-workers;classmate

Print Back

[Amend][Send Mail][Read Mail][Delete]

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7.2.5 Delete a group

1. Select the “Group” which you want to delete, for example, “classmate”, then press “Delete”.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]
<input checked="" type="checkbox"/>	classmate	3	[Send message] [Edit] [Print]

Select All

Create Group

Group Name:	<input type="text"/>	<input type="button" value="Create"/>
-------------	----------------------	---------------------------------------

2. Please press “OK” to confirm.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	1	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	1	[Send message] [Edit] [Print]
Not available	classmate	3	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]

Select All



Create Group

Group Name:	<input type="text"/>	<input type="button" value="Create"/>
-------------	----------------------	---------------------------------------

3. You can check from the following page to see if the group is deleted successfully.

Group [Individuals] [Group] [Search & Print] [Import/Export]

Choice	Group Name	No. & Address	Action
Not available	friends	2	[Send message] [Edit] [Print]
Not available	family	0	[Send message] [Edit] [Print]
Not available	co-workers	2	[Send message] [Edit] [Print]
Not available	net friends	0	[Send message] [Edit] [Print]
Not available	vip	0	[Send message] [Edit] [Print]

Select All

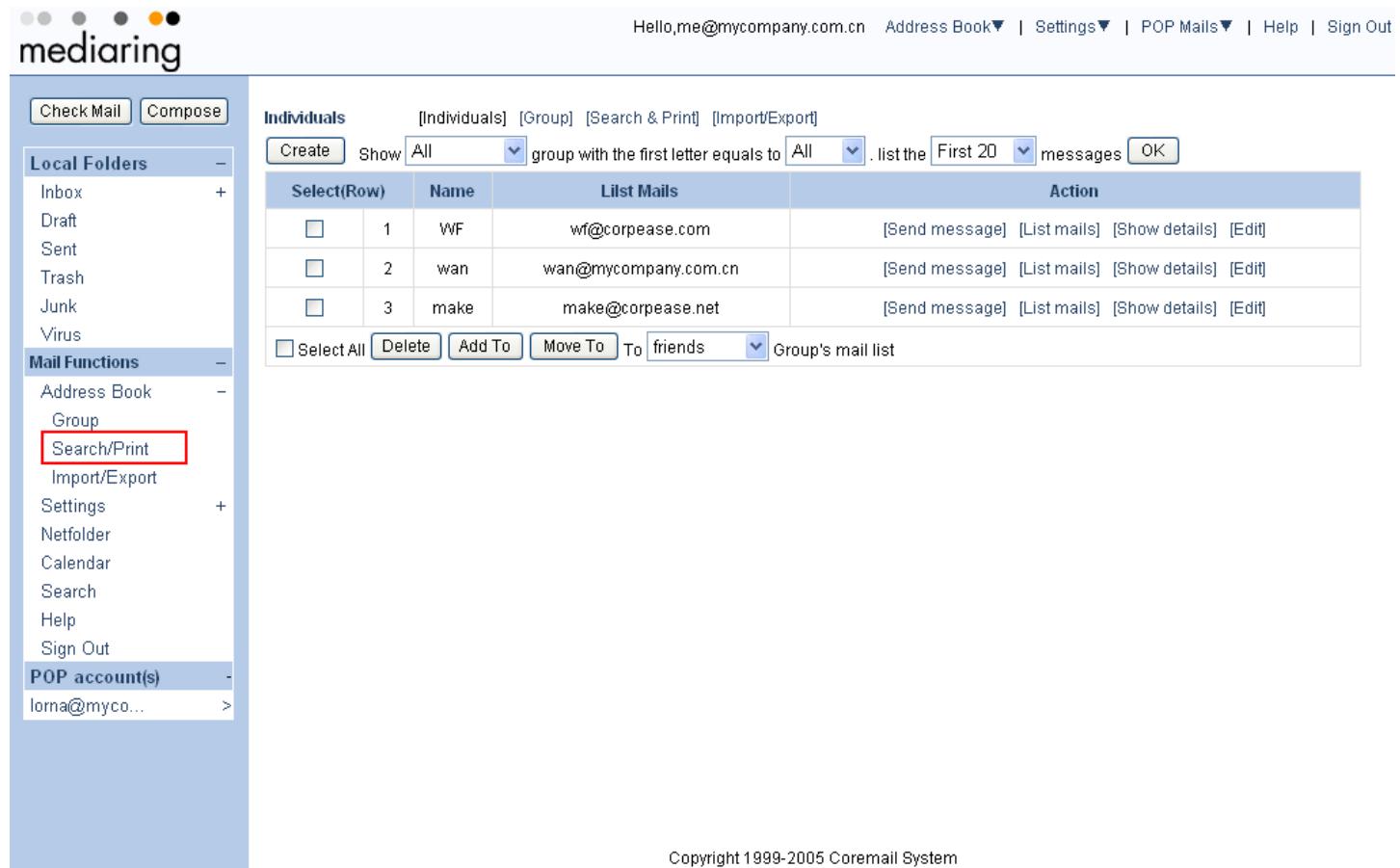
Create Group

Group Name:	<input type="text"/>	<input type="button" value="Create"/>
-------------	----------------------	---------------------------------------

7.3 Search/ Print the Address Book

7.3.1 Search the Address Book

1. Under the “Mail Function”, you can find “Search/Print” under “Address Book”.



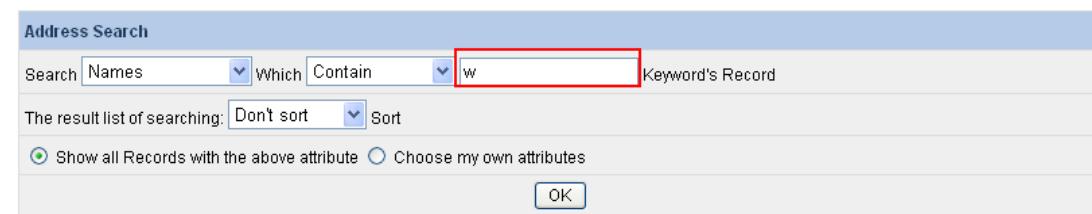
The screenshot shows the mediaring webmail interface. At the top, there are navigation links: Check Mail, Compose, Hello,me@mycompany.com.cn, Address Book, Settings, POP Mails, Help, and Sign Out. The main menu on the left includes Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus), Mail Functions (Address Book, Group, **Search/Print**, Import/Export, Settings, Netfolder, Calendar, Search, Help, Sign Out), and POP account(s) (lorna@myco...). The Address Book menu item is highlighted with a red box. The central area shows a table of contacts with columns for Select(Row), Name, List Mails, and Action. The table contains three entries: 1 (WF, wf@corpease.com), 2 (wan, wan@mycompany.com.cn), and 3 (make, make@corpease.net). Below the table are buttons for Select All, Delete, Add To, Move To, and OK. The footer of the page includes a copyright notice: Copyright 1999-2005 Coremail System.

2. Click “Search & Print” to Search or Print the address book.



The screenshot shows the 'Search & Print' search interface. At the top, there are links for Individuals, Group, Search & Print, and Import/Export. The main area is titled 'Address Search' and contains a search form. The search criteria are: Search: Names, Which: Contain, Keyword's Record: w. Below the search form, there are options for sorting: The result list of searching: Don't sort, Sort. There are also radio buttons for Show all Records with the above attribute (selected) and Choose my own attributes. A red box highlights the search keyword 'w' in the search box.

3. Enter keywords or alphabets in the search box, then press “OK” to confirm.



The screenshot shows the 'Address Search' interface, which is identical to the previous 'Search & Print' interface but lacks the 'OK' button. It features the same search form with 'Search: Names', 'Which: Contain', and 'Keyword's Record: w'. The sorting options and attribute selection radio buttons are also present. A red box highlights the search keyword 'w' in the search box.

4. You can check from the following page to see if the requested address is searched.

Search & Print

[Print](#) [Back](#)

Item NO: 1

Name:	WF	Mail Address:	wf@corpease.com	Birthday:	
ICQ Number:		Group:	co-workers	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	Corpease
Company Phone Number:		Company Fax Number:		Company Address:	

Item NO: 2

Name:	wan	Mail Address:	wan@mycompany.com.cn	Birthday:	
ICQ Number:		Group:	friends	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	
Company Phone Number:		Company Fax Number:		Company Address:	

search result is empty.

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7.3.2 Print the Searched Result

Click “Print” to print the searched result.

Search & Print					
Item NO: 1					
Name:	WF	Mail Address:	wf@corpease.com	Birthday:	
ICQ Number:		Group:	co-workers	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	Corpease
Company Phone Number:		Company Fax Number:		Company Address:	
Item NO: 2					
Name:	wan	Mail Address:	wan@mycompany.com.cn	Birthday:	
ICQ Number:		Group:	friends	Home Page:	
Contact Address:		Postal Code:		Phone Number:	
Fax Number:		Mobile:		Company:	
Company Phone Number:		Company Fax Number:		Company Address:	

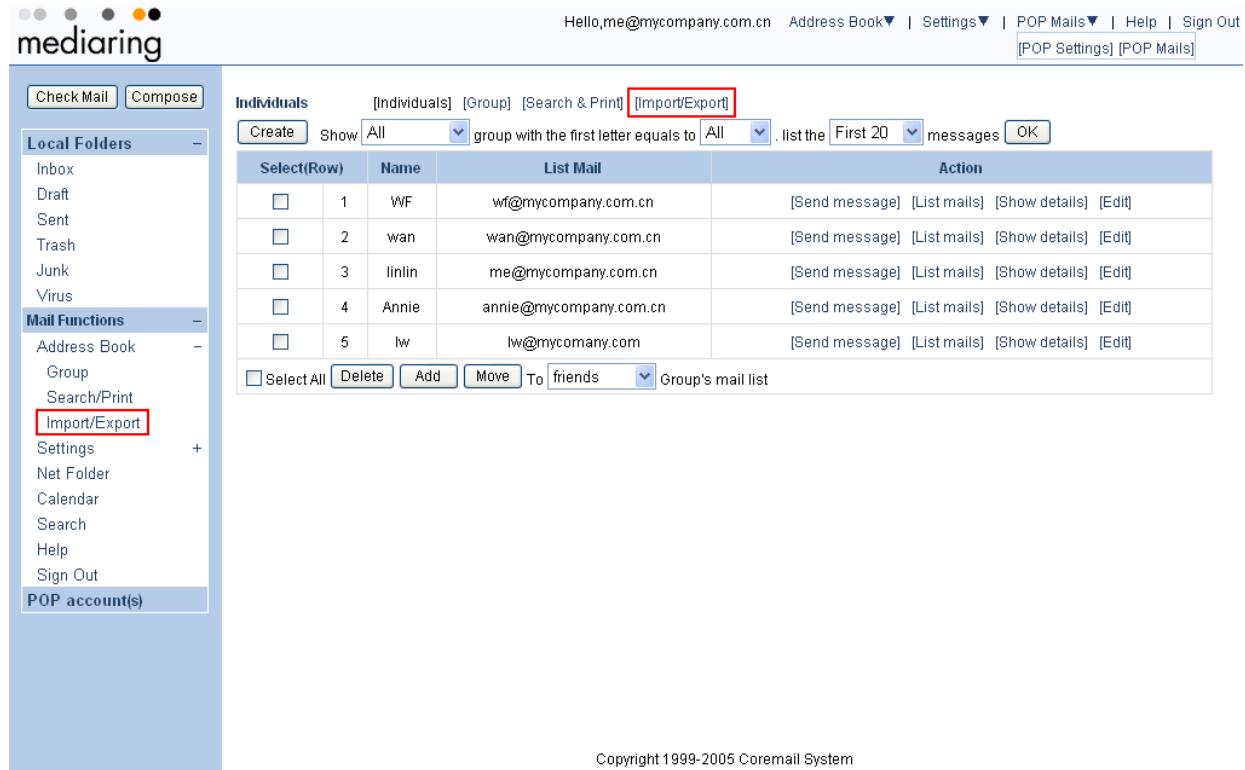
search result is empty.

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7.4 Import / Export the Address Book

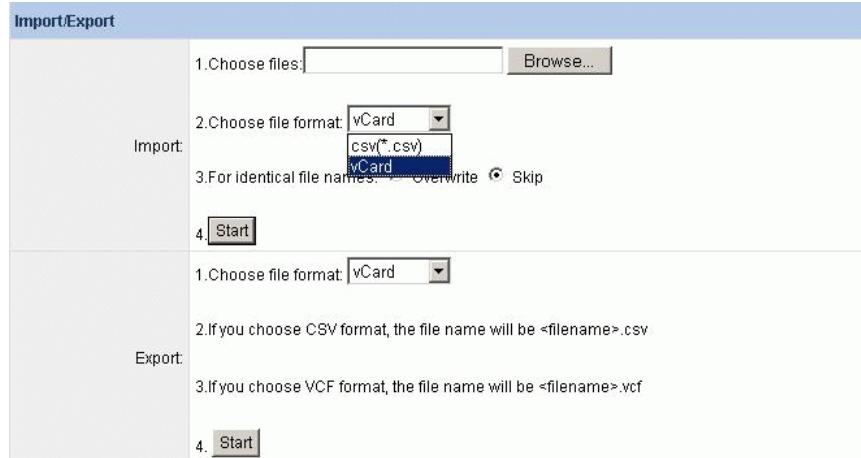
7.4.1 Import the Address Book

1) Click “Import/ Export” under “Address Book” on the left navigation.



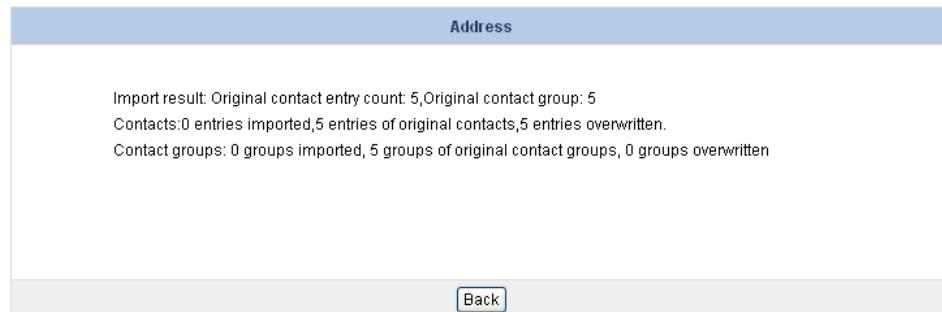
The screenshot shows the Coremail Address Book interface. At the top, there are navigation links: Hello,me@mycompany.com.cn, Address Book, Settings, POP Mails, Help, and Sign Out. Below this is a sub-menu with links for [POP Settings] and [POP Mails]. The main content area is titled "Individuals" and includes tabs for [Individuals], [Group], [Search & Print], and [Import/Export]. The [Import/Export] tab is highlighted with a red box. Below this is a search and filter bar: "Create", "Show All", "group with the first letter equals to All", "list the First 20 messages", and an "OK" button. A table lists five contacts: 1 (WF, wf@mycompany.com.cn), 2 (wan, wan@mycompany.com.cn), 3 (linlin, me@mycompany.com.cn), 4 (Annie, annie@mycompany.com.cn), and 5 (lw, lw@mycompany.com). Each contact has an "Action" column with links for [Send message], [List mails], [Show details], and [Edit]. Below the table are buttons for "Select All", "Delete", "Add", "Move", and a dropdown menu "To friends". A note says "Group's mail list". On the left sidebar, under "Mail Functions", the "Import/Export" option is also highlighted with a red box. The sidebar also lists: Address Book, Group, Search/Print, Settings, Net Folder, Calendar, Search, Help, Sign Out, and POP account(s). At the bottom of the page is a copyright notice: Copyright 1999-2005 Coremail System.

2) Click “Browse” to search the file that will be imported. Choose the file format on the pull down menu, then press “Start”.



The screenshot shows the "Import/Export" dialog box. The "Import" section contains the following steps: 1. Choose files: a text input field and a "Browse..." button. 2. Choose file format: a dropdown menu showing "vCard" (selected) and "csv(*.csv)". 3. For identical file names: radio buttons for "Overwrite" (selected) and "Skip". 4. A "Start" button. The "Export" section contains: 1. Choose file format: a dropdown menu showing "vCard". 2. If you choose CSV format, the file name will be <filename>.csv. 3. If you choose VCF format, the file name will be <filename>.vcf. 4. A "Start" button.

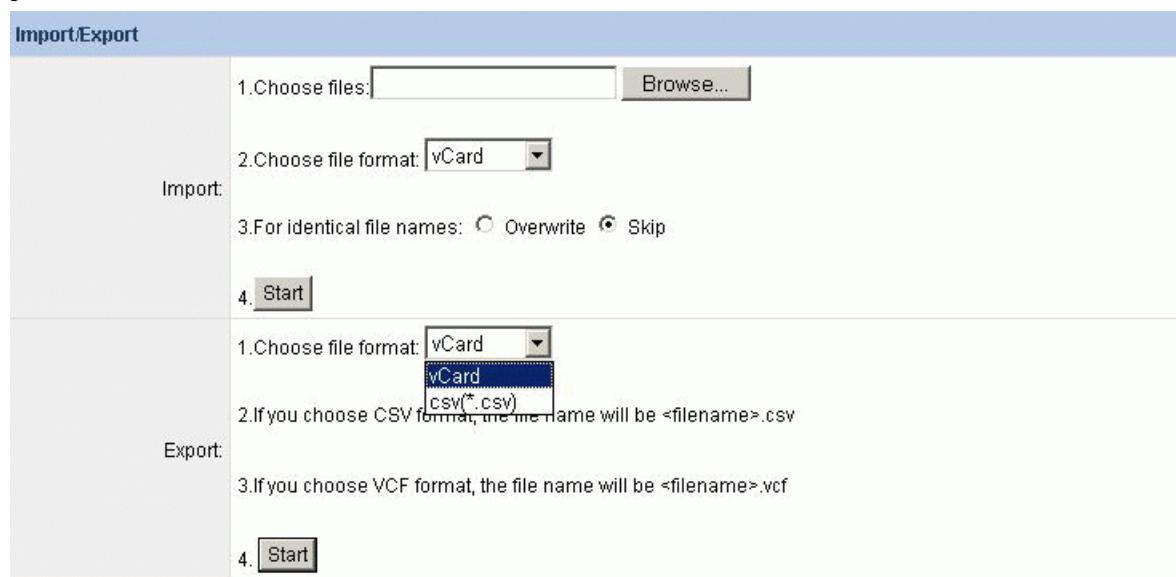
3) You can check from the following page to see if the address is imported.



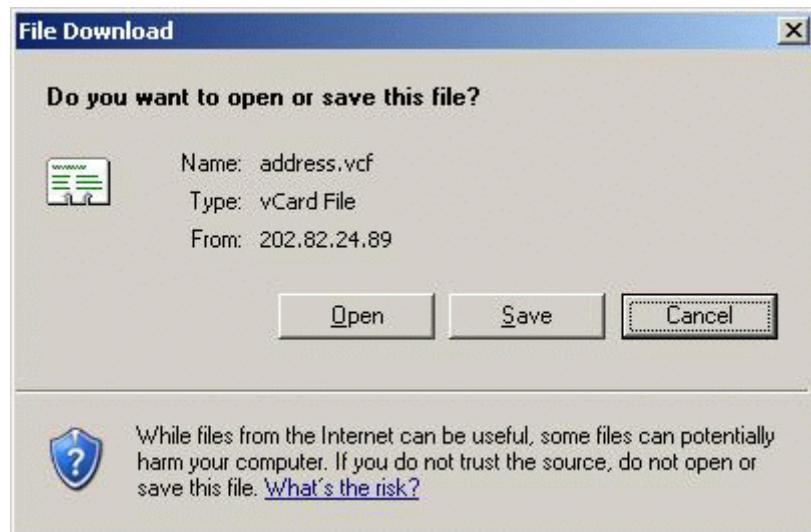
The screenshot shows the "Address" page with the following message: "Import result: Original contact entry count: 5, Original contact group: 5. Contacts: 0 entries imported, 5 entries of original contacts, 5 entries overwritten. Contact groups: 0 groups imported, 5 groups of original contact groups, 0 groups overwritten". At the bottom is a "Back" button.

7.4.2 Export the Address

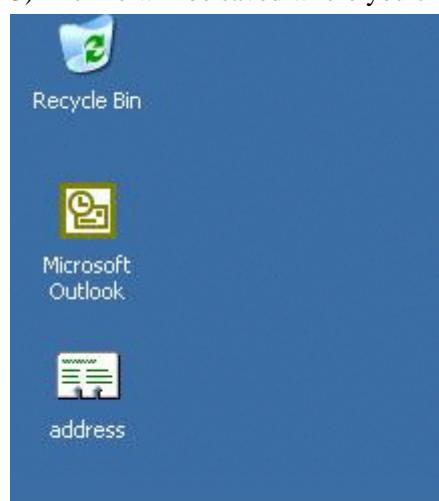
1) Click “Import/ Export” under “Address Book” on the left navigation and choose the format from pull down menu, then press “Start”.



2) The following page will appear, press “Save”



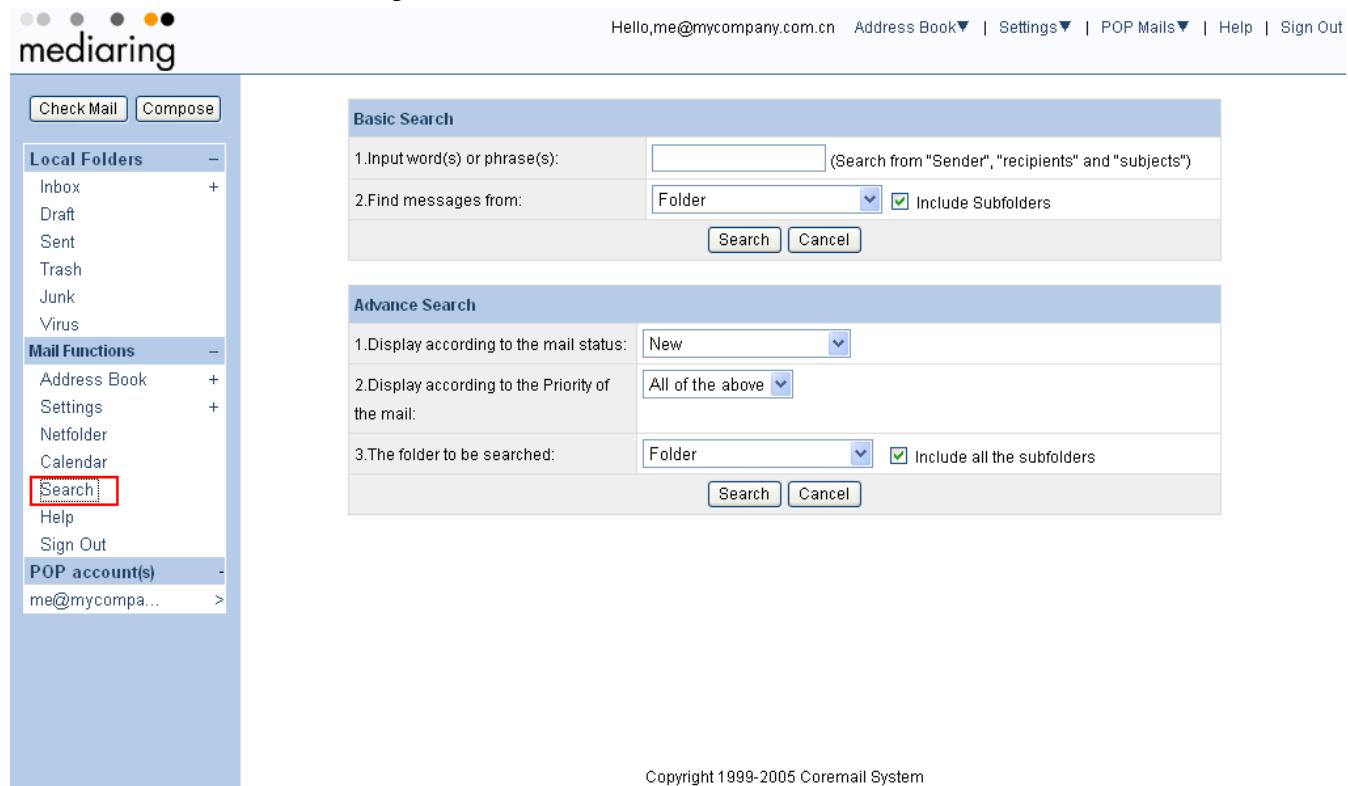
3) The file will be saved where you choose.



8. Search

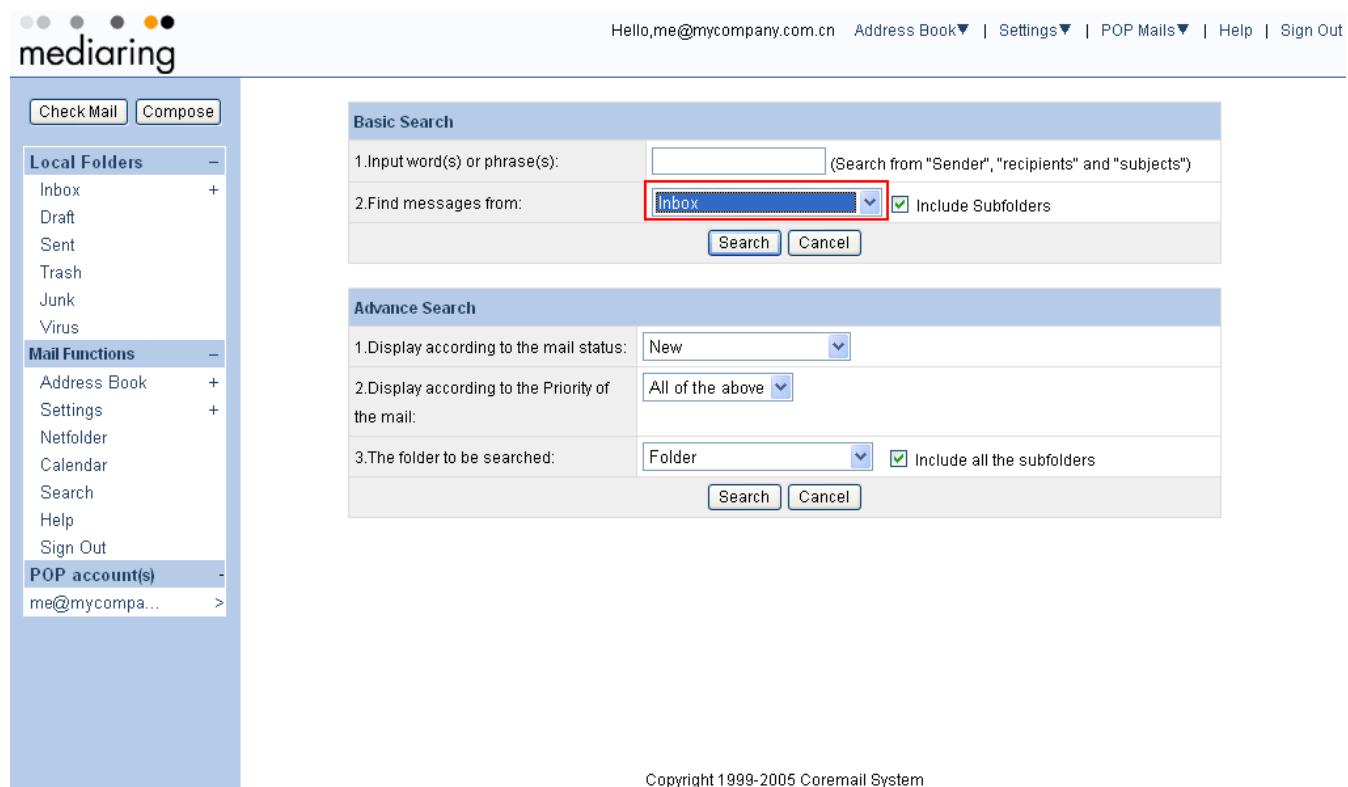
8.1 Basic Search

1. Click “Search” on the left navigation.



The screenshot shows the Coremail System interface. On the left, there is a sidebar with the following menu items: Check Mail, Compose, Local Folders (Inbox, Draft, Sent, Trash, Junk, Virus), Mail Functions (Address Book, Settings, Netfolder, Calendar, Search, Help, Sign Out), and POP account(s) (me@mycompa...). The 'Search' link under Mail Functions is highlighted with a red box. The main area contains two search panels: 'Basic Search' and 'Advance Search'. The 'Basic Search' panel includes fields for inputting words or phrases and selecting a folder to search from. The 'Advance Search' panel includes fields for displaying messages by status, priority, and folder. Both panels have 'Search' and 'Cancel' buttons. At the bottom of the interface, the text 'Copyright 1999-2005 Coremail System' is visible.

2. Input the keywords or phrases in the relative boxes and search from the pull down menu of “Find message from”, then click “Search” to confirm.



The screenshot shows the Coremail System interface. The left sidebar is identical to the previous screenshot. The main area shows the 'Basic Search' and 'Advance Search' panels. In the 'Basic Search' panel, the 'Find messages from' dropdown menu is open, and the 'Inbox' option is selected and highlighted with a red box. The other options in the dropdown are 'All' and 'Subfolders'. The 'Advance Search' panel is also visible. The bottom of the interface shows the copyright notice 'Copyright 1999-2005 Coremail System'.

3. The following page will appear if the email can be found successfully.

The screenshot shows the mediaring webmail interface. The top navigation bar includes links for 'Hello,me@mycompany.com.cn', 'Address Book', 'Settings', 'POP Mails', 'Help', 'Sign Out', and a 'More' dropdown. Below the navigation is a search bar with the placeholder 'Search results' and a note 'Total no. of Unread mails in your Inbox:3'. The search results table has columns for 'Sender', 'Subject', 'Date & Time', and 'Size'. Three emails are listed: 'admin@mycompany.com.cn' (Pop Result, 0.51K), '"linlin" <me@mycompany.co' (Re: hello, 0.88K), and 'me@mycompany.com.cn' (Read:hello, 1.12K). Below the table is a 'Select/Unselect All' checkbox and a 'Forward' button. The left sidebar contains 'Local Folders' (Inbox, Draft, Sent, Trash, Junk, Virus) and 'Mail Functions' (Address Book, Group, Search/Print, Import/Export, Settings, Netfolder, Calendar, Search, Help, Sign Out). The 'POP account(s)' section is also visible. The bottom of the page has a copyright notice 'Copyright 1999-2005 Coremail System'.

	Sender	Subject	Date & Time	Size
<input type="checkbox"/>	admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>	"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>	me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K

8.2 Advance Search

1. Click “Search” on the left navigation.

Check Mail Compose

Local Folders -

- Inbox +
- Draft
- Sent
- Trash
- Junk
- Virus

Mail Functions -

- Address Book +
- Settings +
- Netfolder
- Calendar
- Search**
- Help
- Sign Out

POP account(s) -

- me@mycompa... >

Basic Search

1. Input word(s) or phrase(s): (Search from "Sender", "recipients" and "subjects")

2. Find messages from: Folder Include Subfolders

Search Cancel

Advance Search

1. Display according to the mail status: New

2. Display according to the Priority of the mail: All of the above

3. The folder to be searched: Folder Include all the subfolders

Search Cancel

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2. You can choose from either No. 1, 2 or 3 under the "Advance Search" or choose all of them to perform the "Search".

Advance Search

1. Display according to the mail status: New

2. Display according to the Priority of the mail: High

3. The folder to be searched: Folder Include all the subfolders

Search Cancel

High
Normal
Low
All of the above

New
Replied
Forwarded
Replied and Forwarded
Read
All of the above

Folder
Inbox
Draft
Sent
Trash
Junk
Virus

3. You can check from the following page to see if the email is searched successfully.

[Check Mail](#) [Compose](#)**Local Folders** -[Inbox](#)
[Draft](#)
[Sent](#)
[Trash](#)
[Junk](#)
[Virus](#)**Mail Functions** -[Address Book](#)
[Group](#)
[Search/Print](#)
[Import/Export](#)
[Settings](#) +
[Netfolder](#)
[Calendar](#)
[Search](#)
[Help](#)
[Sign Out](#)**POP account(s)****Search results**Total no. of Unread mails in your Inbox:3 [First | Prev | Next | Last | page 1]

<input type="checkbox"/>				Sender	Subject	Date & Time	Size
<input type="checkbox"/>				admin@mycompany.com.cn	Pop Result	2006.07.15 13:30	0.51K
<input type="checkbox"/>				"linlin" <me@mycompany.co	Re: hello	2006.07.11 22:14	0.88K
<input type="checkbox"/>				me@mycompany.com.cn	Read:hello	2006.07.10 23:06	1.12K

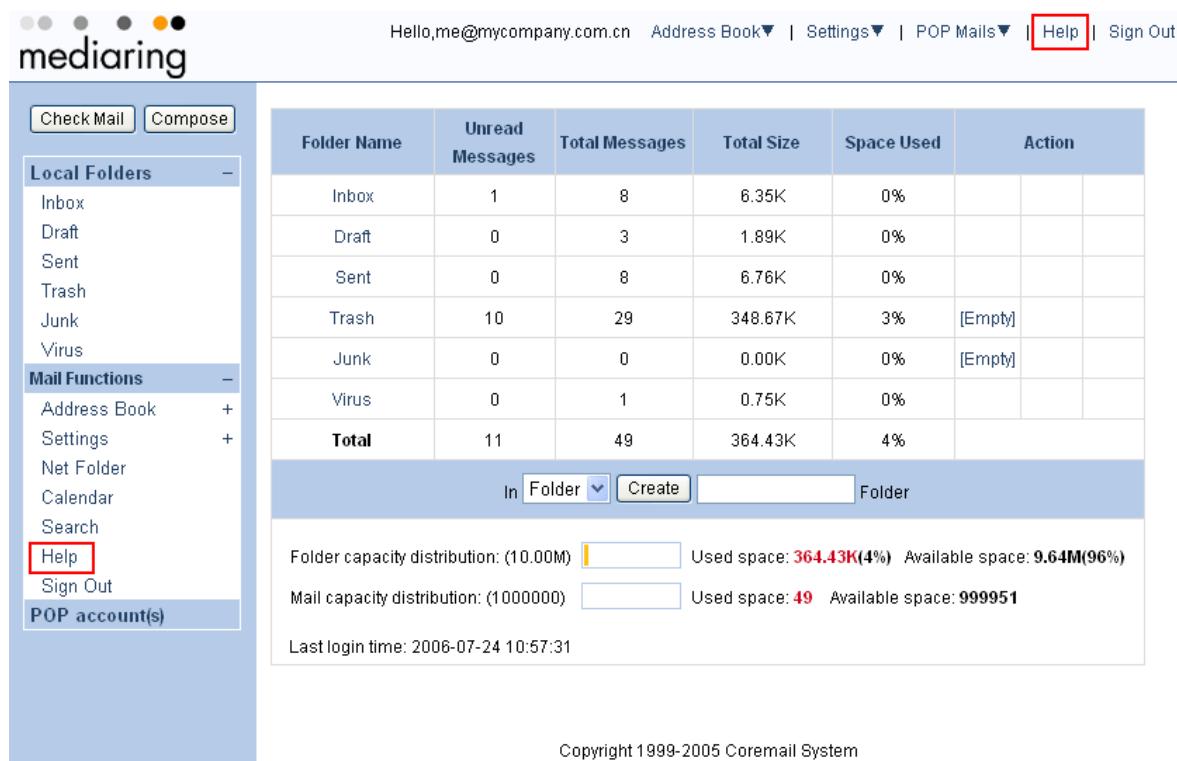
 Select/Unselect All[First | Prev | Next | Last | page 1]

<input type="checkbox"/>				<input type="button" value="Delete"/>	<input type="button" value="Delete Permanently"/>	<input type="button" value="Reject"/>	<input type="button" value="==Move To=="/> <input type="button" value="▼"/>	<input type="button" value="==Mark as=="/> <input type="button" value="▼"/>	<input type="button" value="==Forward=="/> <input type="button" value="▼"/>	<input type="button" value="Back"/>
--------------------------	--	--	--	---------------------------------------	---	---------------------------------------	---	---	---	-------------------------------------

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9. Help

- 1) Click “Help” under “Main Functions” on the left navigation or from the “Shortcut” menu.



The screenshot shows a web-based email interface. At the top, there is a navigation bar with links: Hello,me@mycompany.com.cn, Address Book, Settings, POP Mails, Help (which is highlighted with a red box), and Sign Out. Below the navigation bar is a sidebar with the following menu items:

- Check Mail
- Compose
- Local Folders**
 - Inbox
 - Draft
 - Sent
 - Trash
 - Junk
 - Virus
- Mail Functions**
 - Address Book
 - Settings
 - Net Folder
 - Calendar
 - Search
 - Help** (highlighted with a red box)
 - Sign Out
- POP account(s)

The main content area displays a table of folder statistics:

Folder Name	Unread Messages	Total Messages	Total Size	Space Used	Action
Inbox	1	8	6.35K	0%	
Draft	0	3	1.89K	0%	
Sent	0	8	6.76K	0%	
Trash	10	29	348.67K	3%	[Empty]
Junk	0	0	0.00K	0%	[Empty]
Total	11	49	364.43K	4%	

Below the table, there are buttons for "In", "Folder", "Create", and "Folder".

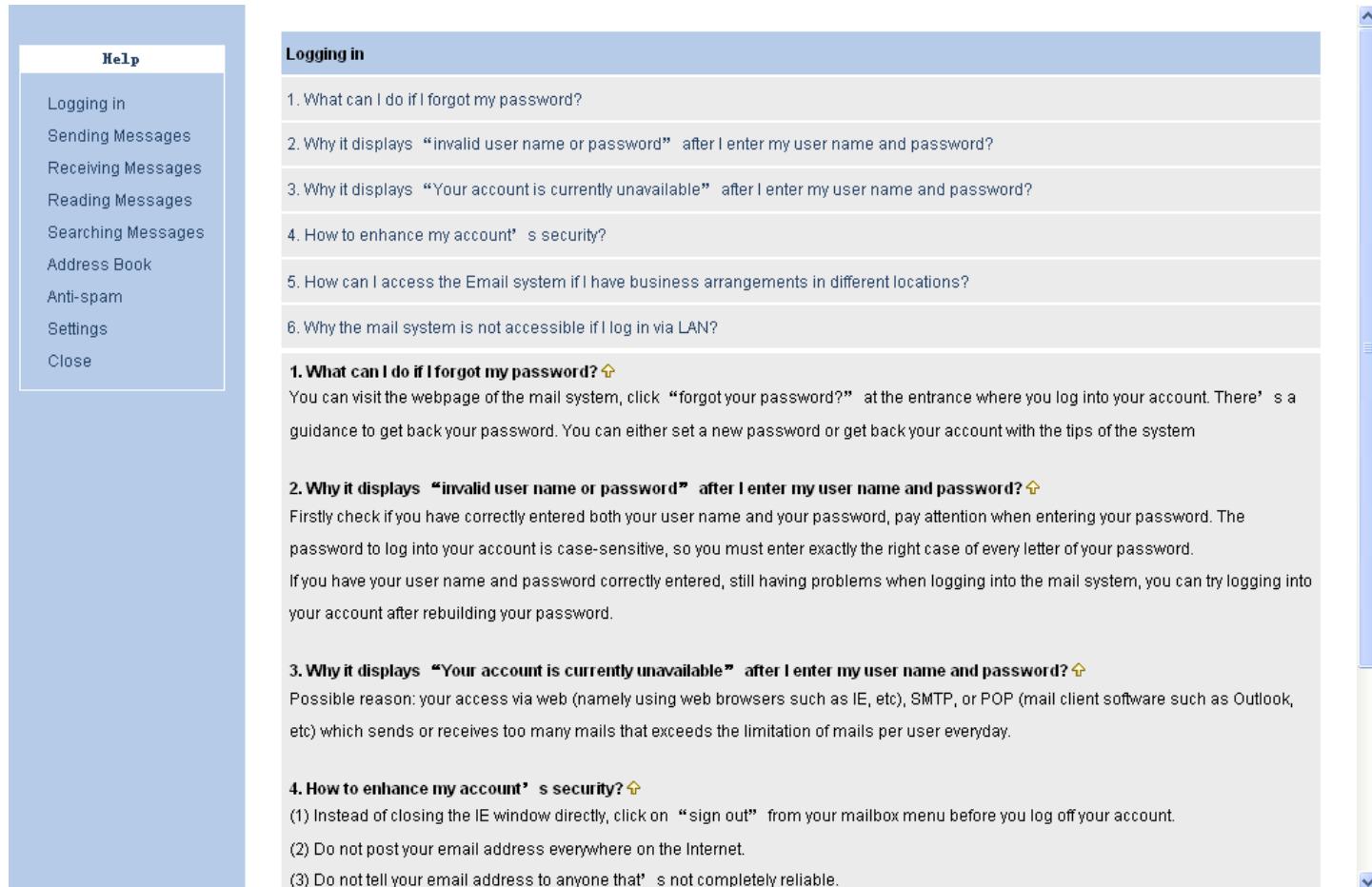
System status information is shown at the bottom:

- Folder capacity distribution: (10.00M) Used space: **364.43K(4%)** Available space: **9.64M(96%)**
- Mail capacity distribution: (1000000) Used space: **49** Available space: **999951**

Last login time: 2006-07-24 10:57:31

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2. The “FAQ” page will appear.



The screenshot shows a FAQ page for logging in. The left sidebar has a "Help" menu with the following items:

- Logging in
- Sending Messages
- Receiving Messages
- Reading Messages
- Searching Messages
- Address Book
- Anti-spam
- Settings
- Close

The main content area is titled "Logging in" and contains the following numbered questions:

1. What can I do if I forgot my password?
2. Why it displays “invalid user name or password” after I enter my user name and password?
3. Why it displays “Your account is currently unavailable” after I enter my user name and password?
4. How to enhance my account’s security?
5. How can I access the Email system if I have business arrangements in different locations?
6. Why the mail system is not accessible if I log in via LAN?

1. What can I do if I forgot my password? 

You can visit the webpage of the mail system, click “forgot your password?” at the entrance where you log into your account. There’s a guidance to get back your password. You can either set a new password or get back your account with the tips of the system.

2. Why it displays “invalid user name or password” after I enter my user name and password? 

Firstly check if you have correctly entered both your user name and your password, pay attention when entering your password. The password to log into your account is case-sensitive, so you must enter exactly the right case of every letter of your password. If you have your user name and password correctly entered, still having problems when logging into the mail system, you can try logging into your account after rebuilding your password.

3. Why it displays “Your account is currently unavailable” after I enter my user name and password? 

Possible reason: your access via web (namely using web browsers such as IE, etc), SMTP, or POP (mail client software such as Outlook, etc) which sends or receives too many mails that exceeds the limitation of mails per user everyday.

4. How to enhance my account’s security? 

- (1) Instead of closing the IE window directly, click on “sign out” from your mailbox menu before you log off your account.
- (2) Do not post your email address everywhere on the Internet.
- (3) Do not tell your email address to anyone that’s not completely reliable.